



Ts'ah Bii Kin Chapter

Chapter Administration

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: TBKPA001
 POSITION NO: PA001
 POSITION TITLE: Planner

DATE POSTED: 09/12/22
 CLOSING DATE: 09/23/22

DEPARTMENT NAME / WORKSITE:	Ts'ah Bii Kin Chapter		
WORK DAYS: <u>M-F</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP: <u>BQ60A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>30,884.88</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	\$ <u>15.63</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Provides technical support and administrative assistance to Chapter Manager and Community Land Use Planning Committee; clarifies and interprets policies, goals and objectives, planning and research activities and proposals; applies specialized knowledge and socioeconomic data to the planning studies; interacts with the public in applying planning requirements and associated regulations to project plans and applications and requests for changes or variances.

Assists in grant applications by researching required areas; gathers and assembles all pertinent data as related to the planning project; makes analysis of data collected and presents recommendation with supporting conclusions and findings; provides technical support to program staff; formulates, defines clarifies and interprets the policies, goals and objectives, activities of planning, research and proposals.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma/GED or Associates Degree in Business or any related field preferred; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

Special Requirements:

Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of planning concepts, principles, techniques and practices of community planning. Knowledge of the implication of economic, population and sociological trends on community planning. Knowledge of the social, economic and political makeup of the Navajo Nation. Knowledge of planning elements involving geographical studies, political science, engineering, architecture, public administration, statistical methods. Knowledge of data gathering and research techniques. Skill in computer literacy. Skill in graphic instructions such as blueprints, layouts, base maps or other visual aids. Skill in comprehending and making inferences from written materials such as census data, surveys, previously done studies, or government document reports. Skill to establish and maintain effective working relationships with department heads and other tribal officials.

THE TS'AH BII KIN CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.