POSITION SUMMARY:

This is a journeyman level position within this Department. Under the general supervision and direction of the Planning Director, the incumbent performs research, analysis, grant preparation, writing, and monitoring activities in support of the Tribe’s advanced planning and program implementation activities in accordance with the strategic planning documents approved by the Tribal Council.

DUTIES AND RESPONSIBILITIES:

1. Assists in gathering and analyzing information for specific community needs assessments.
2. Compiles data for use in making planning studies; summarizes information from reports, field and file investigations, maps, notes, and all other available sources; assists with field interviews and surveys of conditions on the Yurok Reservation and in the immediate region which may affect said studies.
3. Assists in the development and implementation of land use planning documents and zoning methodologies.
4. Utilizes mapping software and equipment to support project development activities and long term planning projects.
5. Performs contract management duties, including but not limited to, bid preparation, budget negotiations, project scope development, construction monitoring and project close-out activities.
6. Performs analytical reviews of grant applications.
7. Researches and prepares grant applications for specific project development activities.
8. Performs computer data entry of information collected as assigned or as required.
9. Responds to requests for information from Yurok Tribal members or agencies and maintains a log of such contacts or requests.
10. Prepares and submits information for periodic reports to the Tribal Council on project activity; prepares other interim reports as requested by the Planning Director.
11. Conducts field work activity as assigned or directed in order to inspect ongoing tribal projects or to ascertain conditions on a specific site or general area of the reservation.
12. Performs initial contract review and oversight of Contractors or Consultants engaged by the department for the Tribe.
13. Provides support during Council meetings, work sessions, or hearings as assigned or directed.
14. Represents the Yurok Tribe on community and agency boards and committees.
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15. Prepares maps and location data for specific projects
16. May be assigned as project officer on specific community development projects or tribal programs
17. Assists with the initial implementation of specific programs
18. Helps track information on specific Notices of Funding Availability
19. As a member of a staff team, helps to organize and provide support for community meetings on specific issues
20. Assists with the preparation of formal reviews of projects or undertakings and prepares recommendations for specific action to the Tribal Council
21. Serves as a member of staff multidisciplinary teams as necessary or directed.

SUPERVISORY RESPONSIBILITIES:
This is not a supervisory position.

MINIMUM QUALIFICATIONS:

- A broad knowledge of program development, organization and evaluation methods and practices, administrative and budgetary analysis principles and procedures, evaluative methods and techniques, and federal and state funding programs.
- Broad knowledge of community planning methods and strategies
- Broad knowledge of contract management methods
- Broad knowledge of the Yurok Tribe and Reservation communities
- All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
- Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.

EDUCATION/EXPERIENCE:

Grade 9: Bachelor’s Degree in relevant area and two (2) year’s work experience in relevant area.
Grade 10: Bachelor’s Degree and three (3) years relevant work experience.

Equivalent combinations of education and experience are qualifying for this position.

CONDITION OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

6. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _________________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

____________________________________  ______________  __________
Employee Signature                  Date                    Employee #

____________________________________  ______________
Supervisor Signature                  Date