

YUROK TRIBE-JOB DESCRIPTION
Assistant Director-Planning and Community Development

Job Title:	Assistant Director Planning			Job Grade	11
Department	Planning	Program Area	Planning	Location	Klamath
Reports To:	Planning Director			FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range	\$60,904.00-79,173.00				

POSITION SUMMARY:

This is a supervisory position for a multi-function planning unit within the department of Planning and Community Development. The incumbent will supervise a group of professional and paraprofessional staff engages in a full range of planning activities, such as research, analysis, grant preparation, contract management, construction management and monitoring activities in support of the Tribe's advanced planning and program implementation. Will assist the Planning Director with projects as directed. Acting Planning Director when the director is unavailable. Assists with the initial implementation of specific programs; helps track information on specific Notices of Funding Availability; assists with specific longer term planning activities and projects for the benefit of the Tribe in accordance with the strategic planning documents approved by Council; helps to organize and provide support for community meetings on specific issues; manages projects, assists with the preparation of formal reviews of projects or undertakings, prepares recommendations for specific action to the Tribal Council; serves as a member of a staff multidisciplinary team as necessary or directed.

DUTIES AND RESPONSIBILITIES:

1. Assists the Planning Director with day-to-day activities, including, but not limited to, staff management, budget preparation, project review and contract management
2. Supervises staff gathering and analyzing information for specific community needs assessments and reservation land use plans or modifications
3. Directs the gathering of data by staff or consultants for use in preparing planning studies; summarizes information from reports, field and file investigations, maps, notes, and all other available sources; supervises staff engages in field interviews and surveys of conditions on the Yurok Reservation and in the immediate region which may affect said studies.
4. Assists in developing a compliance tracking/data management system and other information systems for the planning department and related units.
5. Participates in contract negotiations and in the selection and oversight of contractors for the tribal projects administered by the department.
6. Performs final analytical review of grant applications prepared by Planning Staff, and participates in peer reviews of significant grant packages.
7. Prepares grant applications as directed
8. Reviews contract documents for completeness and compliance with agency and Tribal policies.

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9. Prepares and submits information for periodic reports to the Tribal Council on project activity; prepares other interim reports as requested by the Planning Director.
10. Assists in the development of Land Use and other regulatory policies, procedures, and ordinances for adoption by the Tribal Council.
11. Recommends and schedules training for Planning Staff in accordance with the departmental Training Plan; performs staff evaluations in accordance with Tribal Personnel Policy, internal position statements, and job performance standards.
12. May be assigned overall planning responsibility for specific community development projects or tribal programs.
13. Represents Tribal interests on miscellaneous boards and committees
14. Participates in and coordinates staff efforts in the annual budgeting process for the department or for a major departmental subdivision or program area.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position

DESIRABLE QUALIFICATIONS:

Desirable abilities include: gathering, analyzing and evaluating data and preparing concise and informative reports; speaking and writing skillfully and effectively; establishing and maintaining cooperative and effective working relationships; developing recommendations and scenarios to address identified community needs. Broad knowledge of the Yurok Tribe and the Yurok Reservation desirable.

MINIMUM QUALIFICATIONS:

1. A broad basic knowledge of supervisory methods and practices.
2. Knowledge of program development, organization, and evaluation methods and practices
3. Knowledge of administrative and budgetary analysis principles and procedures, evaluative methods and techniques, and federal and state funding programs.
4. Highly computer literate and familiar with Microsoft Office Professional, GIS software and equipment and other related software programs.
5. Candidates must have clean DMV record and a valid Drivers License.

EDUCATION/EXPERIENCE:

Bachelor's degree from an accredited college or university in Planning and Land Use, Environmental Studies, Public Administration, Economic Development, Native American Studies, Natural Resource Planning & Interpretation or a closely related field. Must have at least five to six years of progressively responsible work experience in planning, economic development, land use administration, or rural community development and program planning for a tribal organization, public agency, or community based organization. Three years of the required experience must have involved primary supervisory responsibility for a unit of

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professional and paraprofessional staff engages in planning and community development activities, or duties as a supervisory level Planner or Assistant director for a similar department or agency.

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full time experience in a related field equals to one year of college).

CONDITIONS OF EMPLOYMENT:

- ✓ All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- ✓ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.
- ✓ When necessary, must be able to lift 25 to 50 pounds.
- ✓ Must have a valid driver's license and be insurable under the Yurok Tribe.