



Yurok Tribe

Job Description

JOB TITLE:	Planner IV		
JOB GRADE:	9/10	REPORTS TO:	Planning Director
STATUS:	Exempt	LOCATION:	Tulley Creek
DEPARTMENT:	Planning	DIVISION:	Community Development
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$56,638.70-73,902.40/\$61,880.00-\$80,724.80		

POSITION SUMMARY:

Planner IV is a Senior Planner position within the Yurok Tribe's Planning and Community Development Department. Under the general supervision and direction of the Planning Director, among other duties, Senior Planners perform project management; program and policy development; data collection, research, and analysis; infrastructure, building, and environmental design, as qualified; staff management and mentoring; and grant preparation, writing, and monitoring duties in support of the Tribe's long range planning goals as determined by the Yurok Tribal Council. Senior Planners also work in collaboration with all other Yurok Tribe Departments and related local, state, and federal agencies, when appropriate.

DUTIES AND RESPONSIBILITIES:

1. Assists in management and, scoping, development, and programming of diverse project types.
2. Assists in management and mentorship of Planning and Community Development staff.
3. Performs contract management duties, including but not limited to bid preparation, budget negotiations, project scope development, billing and budget management, and project close-out activities.
4. Assists in building, infrastructure, and environmental design projects and master planning, as qualified.
5. Assists in the development of land use planning and land administration projects, documents, and programs.
6. Assists in Tribal building use and space allocation planning.
7. Assists in developing and implementing building and land use code, zoning, ordinance, and program development, including green building code, as qualified.
8. Assists in new Planning and Development program and project research and development.
9. Assists in environmental, land use and ownership, infrastructure OPEX and CAPEX, and community data collection, analysis, mapping, and reporting.
10. Assists in community engagement activities.
11. Assists in grant development and preparation; writing; and supervision.
12. Utilizes mapping software and equipment to prepare maps and location data for specific projects and long-term planning.
13. Performs computer data entry of information collected as assigned or as required.
14. Responds to requests for information from Yurok Tribal members or agencies and maintains a log of such contacts or requests.
15. Prepares and submits information for periodic reports to the Tribal Council on project activity; prepares other interim reports as requested by the Planning Director.
16. 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.

17. Performs initial contract review and oversight of Contractors or Consultants engaged by the department for the Tribe.
18. Provides support during Council meetings, work sessions, or hearings as assigned or directed.
19. Represents the Yurok Tribe on community and agency boards and committees.
20. May be assigned as project officer on specific community development projects or tribal programs.
21. Helps track information on specific Notices of Funding Availability.
22. As a member of a staff team, helps to organize and provide support for community meetings on specific issues.
23. Assists with the preparation of formal reviews of projects or undertakings and prepares recommendations for specific action to the Tribal Council.
24. Serves as a member of staff multidisciplinary teams as necessary or directed.
25. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 9: Bachelor's Degree and two (2) years' work experience, both in relevant areas.
2. Grade 10: Bachelor's Degree and five (5) year's work experience, both in relevant areas.
3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

Depending on experience, potentially supervises Planners II through IV.

MINIMUM QUALIFICATIONS:

1. 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
2. Broad knowledge of community planning methods and strategies
3. Broad knowledge of contract management methods
4. Knowledge of the Yurok Tribe and Reservation communities
5. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol 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. Must pass a background investigation and fingerprint clearance.

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.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date