

## YUROK TRIBE-JOB DESCRIPTION

### Planner III

Job Title:	<b>Planner III</b>				
Job Grade:	<b>7/8</b>	FLSA Status:	<b>Non-Exempt</b>	Location:	<b>Klamath and Remote</b>
Department:	<b>Planning</b>		Division:	<b>Community Development Division</b>	
Reports To:	<b>Planning Director</b>				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	<b>\$22.70-29.62/\$24.88-32.47</b>				

#### POSITION SUMMARY:

Under the general supervision of the Planning Director, the incumbent performs research, project and program analysis, grant preparation, writing, and monitoring activities in support of the Tribe's advanced planning and program implementation activity; responsible for the initial implementation of specific programs; conducts project management activities to insure compliance with project goals and objectives, maintains project budgets, helps track information on specific Notices of Funding Availability, responsible for specific long term planning activities and projects for the benefit of the Tribe in accordance with the strategic planning documents approved by Council; as a member of a staff team, helps to organize and provide support for community meetings on specific issues; assists with the preparation of formal reviews of projects or undertakings and 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. Gathers and analyzes information for specific community needs assessments.
2. Compiles data for use in preparing 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. Responsible to perform contract management duties, including but not limited to, bid preparation, budget negotiations, project scope development, construction monitoring and project close-out activities.
4. Performs analytical reviews of grant applications
5. Performs computer data entry of information collected as required.
6. Responds to requests for information from Yurok Tribal members or agencies and maintains a log of such contacts or requests.
7. Prepares and submits information for periodic reports to the Tribal Council on project activity; prepares other interim reports as requested by the Planning Director.
8. Conducts field work activity as assigned in order to inspect ongoing tribal projects or to ascertain conditions on a specific site or general area of the reservation.
9. Responsible to perform initial contract review and oversight of Contractors or Consultants engaged by the department for the Tribe.

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10. Provides support during Council meetings, work sessions, or hearings as assigned or directed.
11. Will be assigned as a project officer on specific community development projects or tribal programs.
12. Additional duties as deemed necessary to meet the requirements of the department.

#### **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 contract management methods
- Broad knowledge of the Yurok Tribe and Reservation communities
- Highly computer literate and familiar with Microsoft Office Professional and related software programs
- 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.
- All applicants are subject to the Tribe's Drug and Alcohol Free Workplace Policy including pre-employment screening.
- Qualified Indian preference applies.

#### **EDUCATION/EXPERIENCE:**

**GS 7:** Bachelor's Degree from a fully accredited college or university in Planning and Land Use, Environmental Studies, Public Administration, Natural Resource Planning, Native American Studies, Economic Development or four years of progressively responsible work experience in planning or land use administration, or rural community development and program planning for a tribal organization, public agency, or community based organization is required. One year of the required experience must have involved primary responsibility for a specific program or project.

**GS 8:** Bachelor's Degree from a fully accredited college or university in Planning and Land Use, Environmental Studies, Public Administration, Natural Resource Planning, Native American Studies, Economic Development and one or more years of progressively responsible work experience in planning or land use administration, or rural community development and program planning for a tribal organization, public agency, or community based organization is required. Required experience must have involved primary responsibility for a specific program or project.

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

#### CONDITIONS OF EMPLOYMENT:

1. 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.
2. May be subject to a comprehensive background check.
3. All applicants are subject to the Tribe's Drug and Alcohol Free Workplace Policy including pre-employment screening.
4. 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.
5. 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.
6. 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.
7. 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