

YUOK TRIBE – JOB DESCRIPTION
PLANNER III

Job Title:	Planner II or III				
Job Grade:	7/8	FLSA Status:	Non-Exempt	Location:	Klamath,
Department:	Transportation		Division:	Community Development Division	
Reports To:	Transportation Director				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$22.70-29.62-/\$24.88-32.47				

POSITION SUMMARY:

Under the direct supervision of the transportation Manager, Incumbent will perform research, analysis, and monitoring activities of contracts or capital projects in support of the Tribe's current and long-range planning and program implementation activities. This is a progressive position within the planning department.

DUTIES AND RESPONSIBILITIES:

1. At this level, the incumbent will assist in gathering and analyzing information for specific community needs assessments
2. Incumbent will compile data for use in planning studies preparation; summarizes information from reports, field and file investigations, maps, notes, and all other available sources;
3. Assists with field interviews and surveys of conditions on the Yurok Reservation and in the immediate region that may affect planning studies or projects;
4. Assists with analytical reviews of grant applications
5. Performs computer data entry of information collected as assigned or 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 and interim reports on project activity as requested by the Transportation Manager;
8. Conducts fieldwork 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;
9. Performs initial contract review and oversight of Contractors or Consultants engaged by the department for the Tribe;
10. Provides support during meetings, work sessions, or hearings as assigned or directed;
11. May be assigned as project officer on specific community development projects or tribal programs.
12. Incumbent will assist with the initial implementation of specific programs/projects and help track information on specific Notices of Funding Availability.
13. Assists with the presentation of formal reviews of projects or undertakings and prepares recommendations for specific action necessary or directed to be submitted

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by the department to the Tribal Council; assists with contract management duties including field and project site investigations.

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14. Prepares written summaries of findings and makes recommendations for Manager review and consideration.
15. Other duties may be assigned as necessary and based upon incumbent's skill sets.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

- Broad knowledge of the Yurok Tribe and the Reservation communities
- Highly computer literate and familiar with Microsoft Office Professional and related software programs.
- A broad basic knowledge of Community Planning Principles
- A broad basic knowledge of state, federal and tribal funding agencies and programs

EDUCATION/EXPERIENCE:

G-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.

G-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.

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

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. May be subject to a comprehensive background check.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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4. When necessary, must be able to lift 25 to 50 pounds.
5. Qualified to be bonded.
6. Must have a clean DMV as required by the Yurok Tribe Vehicle Policy and valid Driver's License.
7. 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.
8. 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.
9. 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 20 pounds.
10. 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