

Planner**Department: Planning****San Xavier District – Tohono O’odham Nation****Reference: 120-C**

This job description serves as a guide for establishing the criteria to fill a specific function, or to appraise the level of performance related to that function. The District may, in its sole discretion, choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, part-time regular, non-supervisory position.
- b) The Planner is responsible for assisting the Planning Staff in managing, administering and carrying out complex current and advanced District projects and programs, in coordination with the Community, decision-makers, committees, organizations, other departments, and other jurisdictions.
- c) Supervised by the Principal Planner
- d) Hiring Range-\$ 27,175.20 (\$ 26.13 DOE)

2. Responsibilities**a) Essential Duties**

- i) Acknowledges and greets all applicants and District employees politely and professionally.
- ii) Coordinates with the intake, tracking and review of applications for development on tribal and allotted lands.
- iii) Assists in carrying out the development review process by setting up meetings to review developments and projects, including meetings with allottees on developments affecting their lands.
- iv) Assist in the development and periodic updating of District planning documents and related documents.
- v) Manages and /or coordinates planning projects and programs in a team-oriented capacity.
- vi) Assist with the planning and development of land uses.
- vii) Recommends arrangements of land and physical facilities for residential, commercial, industrial, and Community uses.
- viii) Assists in coordinating planning objectives with local and tribal planning agencies and committees.
- ix) Attends decision-maker, committee, staff and other meetings; on evenings and weekends when deemed necessary.
- x) Assists in meeting coordination with District committees such as Planning and Housing and other committees.
- xi) Performs the duties necessary to enforce applicable planning policies and codes.
- xii) Assists with the compilation, analysis, and reporting of data on economic, social, and physical factors affecting the Community and resources of the San Xavier District.
- xiii) Coordinates with the Tohono O’odham Nation Planning Department and other departments in grant development and submittal.
- xiv) Assists in working relationships with entities and other departments that coordinate with the Planning Department in terms of internship programs.
- xv) May work directly with interns and participants.
- xvi) Performs other duties as assigned by the Planning Administrator or designee.

3. Knowledge Skills & Abilities

- a) Ability to effectively perform multiple complex projects in conjunction with day-to-day activities—working independently.
- b) Ability to get along with diverse personalities.
- c) Good reasoning abilities and sound judgment; good communication skills.
- d) Resourceful and well organized.
- e) Ability to be decisive and be able to recognize and support the District’s preferences and priorities.
- f) Knowledge of the San Xavier District governmental system and community organization.
- g) Ability to establish and maintain effective working relationships with local officials, department/program supervisors, employees, Council, committees and the Community-at-large.
- h) Knowledge of proposal writing, administration, and grant reporting preferred.
- i) Possess computer skills including knowledge of word processing, databases, spreadsheets, and some graphic programs. An understanding of GIS preferred.
- j) Knowledge of proposal writing, administration and grant reporting.
- k) Knowledge of planning principles, including understanding social, economic and physical development of communities.

4. Working Conditions

- a) Environment.

Hot Noisy Dust/Fumes

Cold Outdoors Chemicals

Contact with substance that could cause allergic reactions:

Yes No Describe:

Protective Equipment Used:

Other: Explain:

- b) Physical Activities and Requirements.

Requirements	Sometime s 0 - 29%	Frequentl y 30 - 59%	Constantl y 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging				✓	
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.	✓			✓	
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

4. Qualifications:

- a) Must have a Bachelor’s degree in Planning, Geography, Architecture, or related field and two (2) years of work experience in planning or a closely related position. Any combination of training, education and work experience that demonstrates the ability to perform the duties of this position. Experience with a tribal department or organization preferred.
- b) Must have a current valid Arizona Driver’s license, and must be insurable through the Tohono O’odham Nation insurance provider.
- c) Bilingual— O’odham/English preferred.

In accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473) preference in filling vacancies will be given to (1) enrolled members of the San Xavier District, (2) enrolled members of the Tohono O’odham Nation, (3) enrolled members of other nations or tribes, (4) all other qualified candidates. San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Immediate Supervisor: _____ Effective Date _____
 Next Level Supervisor: _____ Effective Date _____

San Xavier District is an “Alcohol/Drug Free Work Place”