



11404 Moorage Way  
La Conner, WA, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

## **JOB ANNOUNCEMENT**

### **ASSOCIATE PLANNER**

#### **PLANNING AND COMMUNITY DEVELOPMENT**

**Salary: D.O.Q.**

**Closes: April 28, 2016**

#### **GENERAL FUNCTION**

Under general supervision of the Senior Planner and overall direction of the Planning Director, performs current and long-range planning activities related to land use, transportation, development review, and community development. Responsibilities include review of planning actions and zoning compliance for permits; providing assistance to the public; support to updates of land use and transportation planning activities and documents, and assistance with grant-funded project and activities. Major emphasis is placed on customer service, working in a team environment, and the ability to work effectively on multiple projects and deadlines.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Review land use and permit applications for compliance with tribal regulations.
- Provide assistance to the public on land use and permit applications and regulations, work with applicants to resolve application and compliance issues.
- Assist with preparations for public meetings and hearings, including public notices, press releases and notices to affected property owners, and assist with staff support to the Planning Commission.
- Assist with activities as assigned related to proposed or ongoing grant projects and applications.
- Perform data research and analysis tasks as assigned in areas of professional knowledge.
- Assist with analysis, revision, and assembly of updates to the comprehensive plan, transportation plan, and related land use planning documents.
- Assist with preparation and implementation of community canvassing as needed for collection of community and tribal input into plan updates or grant project activities.

- Assist with review, collection, and assembly of transportation inventory data as needed to update the Tribe's road (IRR) inventory.
- Perform data entry for IRR data submissions to the BIA, using secure entry to federal system.

### **OTHER DUTIES**

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **WORKING CONDITIONS**

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is frequently required to talk, hear, and drive a motor vehicle. The employee is occasionally required to sit, stand, walk, climb, bend at the waist, crouch, kneel, twist, reach with hands and arms, and use hands to finer, handle, or feel objects.

The employee must occasionally lift and/or move up to 20 pounds, and must occasionally push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

While performing some of the duties of this job, the employee may work in outside weather conditions. The employee is occasionally exposed to extreme hot, extreme cold, wet and/or humid conditions; and fumes or airborne particles.

The noise level in the work environment is usually moderate.

### **MINIMUM REQUIREMENTS**

- Baccalaureate degree from an accredited university with major in planning, public administration, geography, or related degree work.
- One year of experience working in a public planning department or similar organization; experience with Tribal government preferred.
- Knowledge of and/or experience in tribal transportation planning and the Indian Reservation Roads (IRR) system desired.
- Ability to obtain security clearance for accessing federal records.
- Excellent communication and writing skills.
- Ability to attend meetings and make oral presentations to various internal or external groups for advice, consensus, and/or approval.
- Ability to manage multiple tasks efficiently and effectively.
- Experience with computer systems and common software programs; experience with GIS systems and software desired.
- Interest in working for Tribal government; Native American preference will apply.

## **Special Requirements**

A valid Washington State Driver's License is required at the time of appointment or at a time set by the Tribe (Personnel Committee).

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

## **APPLICATION INSTRUCTIONS**

- Request an **Application** by calling **(360) 466 – 1216** or e-mail to [aedwards@swinomish.nsn.us](mailto:aedwards@swinomish.nsn.us) or [gcerrillo@swinomish.nsn.us](mailto:gcerrillo@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include your **current resume** and list two (2) work-related references.
- Return the **cover letter, resume, and completed application (Do not write “see resume” on the application) to:**

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening and criminal history background investigation.