



SWINOMISH INDIAN TRIBAL COMMUNITY

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

JOB DESCRIPTION

Planning Director

Position Summary

Under administrative direction, provide leadership, supervision, and coordination for the Planning and Community Development Department and department staff, including responsibility for facilitation and administration of the Tribe's Comprehensive Plan and related development and land use ordinances and policies. Consistent with Tribal goals, policies, and direction, assist with planning and implementation of community development projects and activities, and provide liaison with outside jurisdictions, agencies, and other entities in coordination of planning and development activities within Swinomish Indian Country.

Job Duties

- Accountable for the development, updating, and implementation of the Tribe's comprehensive plan, including development and implementation of subordinate plans and elements such as capital facilities, community development, transportation, forest management and related codes, regulations, and policies.
- Under guidance from established Tribal goals, policies, committees, and leadership, provide direct facilitation, oversight, and implementation of proposed community development and capital facilities objectives, projects, and activities, including preparation of project elements, budgets, and schedules, and coordination with other critical departments and services on implementation of project objectives and activities.
- Provide direction for the development, coordination, and administration of the Tribe's permitting program, including oversight of applicable building, development, and land use codes and coordination with environmental, utility, and other integral related codes; oversee implementation and administration of the permit management system.
- Oversee administration, implementation, and updating of the Tribe's Forest Management Plan, including oversight of scheduling and performance of ongoing forest management and maintenance activities, oversight of forestry consultants and staff in timber harvest plans, forest monitoring and inventory, and facilitating periodic plan updates as needed.
- Provide oversight for administration of the Tribal Historic Preservation Office (THPO), including management of funding and grant support, staff support and supervision, and related administrative functions as required or needed.
- Provide support to the Dental Health Practitioner Licensing program, including assistance with scheduling and staffing of Dental Health Board meetings,

- Direct and supervise professional planners and staff in carrying out tasks associated with program activities within the department; review and provide oversight on department communications, reports, and documents.
 - Solicit, recommend, and provide for management of contracts for professional consulting and other services, including administration and oversight of contract terms, compliance, budgets, and financial management.
 - Responsible for administration and oversight of department grants and contracts, including preparation, monitoring, performance, and compliance.
 - Responsible for preparation and administration of department recurring and capital budgets.
 - Provide direct support to Tribal planning and development committees as delegated, and administer planning and development duties in a professional manner while dealing with controversial issues.
 - Work effectively with other department directors and staff to achieve Tribal goals.
 - Interact with and provide guidance to the public on matters pertaining to department activities and provide oversight on public functions of the department.
 - Attend various meetings and conferences representing the Tribe.
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Qualifications

- Advanced degree in Planning, Public Administration, or related field preferred; equivalent combination of baccalaureate degree and fifteen years of experience in a Tribal setting may be acceptable.
- Ten years of progressively responsible broad-based planning experience in local government (Tribal environment preferred), including at least five years of progressively responsible supervisory experience, including experience with functions such as land use planning, development planning, capital facilities, transportation, and regulatory administration.
- AICP certification preferred.
- Working knowledge of tribal sovereignty and jurisdictional issues strongly desired; experience working with or for tribal government a plus.
- Familiarity with federal agencies, funding, and program functions desired.
- Experience in management, oversight, and implementation of grant projects.
- Experience in overseeing procurement and management of contract services.
- Knowledge and teamwork skills to interact with technical professionals such as engineers, architects, biologists, planners, agency officials.
- Ability to effectively manage program staff, and to organize, assign, coordinate, and supervise staff functions and operations.
- Excellent oral and written communication skills.
- Requisite experience with procurement, use, and management of office equipment and computers.
- Experience in administration and oversight of applicable laws, regulations, policies, and procedures.
- Experience in budgeting and cost analysis principles and practices.
- Ability to motivate staff to work as a team and complete work projects in a timely fashion.
- Ability to represent the Tribe in a positive and professional manner to other government agencies.
- Ability to maintain a positive attitude and work ethic.
- Ability to prepare and deliver presentations for staff, committees or Council.
- Experience in establishing effective working relationships with diverse groups and individuals.

Work Environment and Time Commitment

- Work is performed primarily indoors with occasional outside visits as required.
- 40 hours per week