



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

JOB TITLE: ASSISTANT PLANNER

DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT

SALARY: \$26.05 – \$32.81

CLOSES:

POSITION SUMMARY

Under general supervision of the Team Supervisor, this position performs entry-level professional planning, land use, and technical work by interpreting and implementation of the Zoning Ordinance and other relevant Tribal codes and plans. The Assistant Planner administers planning projects and performs other related work as assigned. The Assistant Planner interacts with the public and other tribal departments regarding land use, zoning, environmental, licensing, code and permitting issues and activities, ensuring consistency in compliance with requirements. Major emphasis is placed on excellent customer service, working in a team environment, and the ability to work effectively on multiple projects and project deadlines.

SUPERVISION

This position reports to and is directly supervised by the Senior Planner – Team Supervisor.

JOB DUTIES

- Review land use and permit applications for completeness and compliance with tribal regulations.
- Receives, evaluates, and processes Division of Licensing applications.
- Provide assistance and information to the public, and answer inquiries on land use and permit applications and regulations, work with applicants to resolve application and compliance issues.
- Provide assistance and information to the public, and answer inquiries on the Division of Licensing 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.
- Identifies code deficiencies or needed amendments; researches, analyzes, drafts, and recommends amendments to tribal codes and guidelines.
- Assist with code enforcement, investigation of complaints, and recommend corrective actions.
- 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.
- Other duties as assigned.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Ability to attend meetings and make oral presentations to various internal or external groups for advice, consensus, and/or approval.
- Ability to work on several projects or issues simultaneously.
- Experience with computer systems and common software programs; experience with GIS systems and software desired.

- Knowledge of applicable ordinances, codes, and permit requirements.
- Basic knowledge and ability to read and interpret blueprints and development proposals.
- Ability to work independently or in a team environment as needed.
- Establish and maintain cooperative, effective relationships with citizens, staff, community partners, state agencies, and supervisors.
- A bachelor's degree preferred, but may be substituted for an associate's degree with experience.

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 40 hours per week. This is a full-time position.
- Must be able to pass a drug screening.
- Work may require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
- Work is performed primarily indoors with occasional site visits as required.

EMPLOYMENT CONDITIONS

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

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-7347 or e-mail to airedwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
 - Email to grendon@swinomish.nsn.us or mail to:
**Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.