



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB TITLE: PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT

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.

SUPERVISION:

The Planning & Community Development Director reports to and is directly supervised by the Tribe's General Manager. This position provides general oversight to the entire Planning Department with approximately 41 positions and directly supervises the managers of five programs within the Department: (1) Forestry, (2) Planning & Licensing, (3) Tribal Historic Preservation, (4) Capital Projects, and (5) Public Works.

ESSENTIAL JOB DUTIES:

1. 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.
2. 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.
3. 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.
4. Oversee administration, implementation, and updating of the Tribe's Forestry program 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 Forest

Management Plan updates as needed.

5. Oversee Tribal facility projects from capital planning stages through design and construction. Supervise staff and contract project managers to ensure all steps of the process are clear, executed in a timely fashion, are budgeted, and stakeholders are informed of project status.
6. Supervise Public Works Director and oversee the public works department including annual budgeting, setting mid-range goals and objectives, development of preventative maintenance plans, staffing, and other related activities.
7. 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.
8. Provide support to the Dental Health Practitioner Licensing program, including assistance with scheduling and staffing of Dental Health Board meetings,
9. 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.
10. 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.
11. Responsible for administration and oversight of department grants and contracts, including preparation, monitoring, performance, and compliance.
12. Responsible for preparation and administration of department recurring and capital budgets.
13. 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.
14. Work effectively with other department directors and staff to achieve Tribal goals.
15. Interact with and provide guidance to the public on matters pertaining to department activities and provide oversight on public functions of the department.
16. Attend various meetings and conferences representing the Tribe.
17. Other duties as assigned. The specific job duties described above are intended to be primary examples of assigned tasks and not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

1. 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.
2. 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.
3. AICP certification preferred.
4. Working knowledge of tribal sovereignty and jurisdictional issues strongly desired; experience working with or for tribal government a plus.
5. Familiarity with federal agencies, funding, and program functions desired.
6. Experience in management, oversight, and implementation of construction projects particularly involving federal funds.
7. Experience in overseeing procurement and management of contract services.
8. Knowledge and teamwork skills to interact with technical professionals such as engineers, architects, biologists, planners, agency officials.
9. Ability to effectively manage program staff, and to organize, assign, coordinate, and supervise staff functions and operations.
10. Excellent oral and written communication skills.
11. Requisite experience with procurement, use, and management of office equipment and computers.

12. Experience in administration and oversight of applicable laws, regulations, policies, and procedures.
13. Experience in budgeting and cost analysis principles and practices.
14. Ability to motivate staff to work as a team and complete work projects in a timely fashion.
15. Ability to represent the Tribe in a positive and professional manner to other government agencies.
16. Ability to maintain a positive attitude and work ethic.
17. Ability to prepare and deliver presentations for staff, committees or Council.
18. Experience in establishing effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work will require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
3. Work is performed primarily indoors with occasional outside visits as required.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Planning Director is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

TRIBAL PREFERENCE

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT