



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?</b>	<b>No</b>
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?</b>	<b>No</b>

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE: Senior Planner – Planning and Licensing Manager**

**DEPARTMENT: Planning & Community Development**

### POSITION SUMMARY:

Under the direction of the Planning & Community Development Director, the Senior Planner – Planning and Licensing Manager is responsible for overseeing daily operation of the Permitting Program and Division of Licensing. This position assists the Director in developing and carrying out plans, programs, budgets, policies, procedures and initiatives of the Planning and Community Development Department. Oversees the development and implementation of tribal plans, code revisions, development standards and department policies. Ensures accomplishment of the Department’s work in an effective and cost-efficient manner. Supervises assigned staff, provides leadership and direction, ensures that service and technical standards are met, projects and programs are accomplished, and revenues and expenditures are within guidelines. Works collaboratively with other departments, external agencies, community groups and the public to appropriately plan for, guide and serve the community's development.

This position reports to and is directly supervised by the Tribe’s Planning and Community Development Director. The Senior Planner – Planning and Licensing Manager directly supervises up to four employees in the Planning and Licensing Division.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as Lead Planner for the Planning & Community Development Department
- Serves as team lead and provide necessary direction to associate/assistant planners and/or technical staff.
- Conducts development application review process which determines permit application completeness and conformance with comprehensive plans and applicable policies, regulations, and codes; inspects and evaluates properties to determine physical characteristics and compatibility with adjacent land uses; route applications to reviewing departments and outside agencies as required for comment; schedules and conducts technical review meetings with applicants and other parties, negotiates project redesign as appropriate; prepares and schedules cases or public hearings; reviews final site plans and approve minor plan modifications.
- Provide support to the Planning Director, Planning staff, and other department staff for analysis and recommendations on land use, transportation, forest management, and other planning activities.
- Coordinate data collection and processing across multiple functional areas to facilitate a consistent and comprehensive information system.

- Coordinate periodic updates to tribal plans, including the Comprehensive Plan, Transportation Plan, Forest Management Plan, and on other plans as delegated or assigned.
- Provide staff support to the Swinomish Planning Commission, and coordinate review of issues before the Commission; provide research and reports to other select Tribal committees as needed or required, related to assigned or delegated planning activities or projects.
- Oversee the Tribal Transportation Program; provide support to planning and implementation of tribal transportation improvement projects in coordination with local, state, and federal agencies.
- Provide guidance to other Tribal departments, outside agencies, and the public on land use, transportation planning, and forest management within the Reservation.
- Administer and oversee implementation of Tribal land use, development, and building codes, and provide guidance to the public on interpretation and application of codes to ensure compliance.
- Serves as a team lead for assigned current and long range planning function(s); provides customer service and technical assistance to groups and individuals inside and outside the Department.
- Serves as a team lead, providing overall coordination and direction to tribal permitting activities, operations, and program staff, including timely review, processing of permit applications and oversight of permit management system; oversee, and manage contracted building services.
- Procure and manage contractual services as needed or required to support planning and development activities and projects, in coordination with other Tribal departments.
- Coordinate with department staff on preparation of program budgets and manage program budgets and expenditures as applicable to assigned or delegated duties.
- Coordinate with outside agencies and staff on land use, development, and transportation matters within the Reservation; serve as tribal representative on interagency and interdepartmental committees as delegated.
- Advises appointed and elected officials on planning procedures, land use regulation and permitting, code compliance, as well as other regulatory ordinances.
- Prepares and presents reports to hearing bodies, committees, community groups, and private organizations to explain the impact of planning and development on the community.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Advanced degree in Planning, Public Administration, or related field preferred; equivalent combination of baccalaureate degree and up to 10 years of progressively responsible experience in the field of Planning or Public Administration acceptable as substitute.
- AICP certification desired, may be substituted for advance degree qualification.
- Minimum of 5 years of progressively responsible experience in broad variety of Planning functions and activities, including land use, transportation, and natural resource planning, preferably in a Tribal setting; 5 years of included or concurrent experience with permitting program functions and administration.
- Working knowledge of tribal sovereignty and jurisdictional issues strongly desired; experience working with or for tribal government a plus.
- Familiarity and working experience with BIA and other federal and state agencies desired.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Experience in writing, implementing, and managing grants and grant-funded projects.
- Experience in procurement and management of contractual services, familiarity with federal procurement rules and regulations.
- Experience and ability to supervise staff and provide direction and training.
- Ability to effectively coordinate and manage multiple programs and staff: and to organize, assigns, coordinate, and supervise staff functions and operations.
- Ability to gather, evaluate, and document technical planning data. Excellent oral and written communication skills.
- Skills and experience in performing research and preparing reports on a wide variety of land use and other planning matters, including data collection and analysis, research methodologies and tools.
- Experience and requisite skill with computers and office equipment and office software programs.

- Must possess a valid Washington State Driver's License.

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work is performed primarily indoors with occasional site visits as required.
3. Occasional travel may be required as related to job functions and/or training opportunities.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Forester 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 an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_