



Resighini Rancheria Job Description

Job Title: Planner
Department: Administration Department
Reports to: Executive Director
FLSA Status: Non-exempt
Salary: GS 8/9 (\$23.26-\$33.40/hr.)

SUMMARY: The Planner is responsible for developing, proposing, and implementing projects and planning activities for the Resighini Rancheria. This position is within the Administration Department and is supervised by the Executive Director. The Planner will be responsible for working with the Executive Director and Tribal leadership in planning and pursuing the strategic and master planning goals of the Tribe. This multi-disciplinary position is responsible for ensuring successful implementation of community development initiatives of the Tribe. This position is primarily grant funded and grant writing and management are necessary functions

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the guidance and direction of the Executive Director:

- Develop, propose, and implement community development projects and planning activities of the Tribe.
- Facilitate and work with the Executive Director and Tribal leadership to develop master, site development and other planning documents or reports for the Resighini Rancheria.
- Day-to-day administration of programmatic, technical and financial information of community development projects and planning efforts.
- Assist in the delivery of existing Tribal community development projects, including roads, housing, and public facilities.
- Responsible for and oversight of grant writing, grants management, and related reporting.
- Develop grant and project budgets.
- Provide monthly reports to the Tribal Council and seek their guidance and approval, as needed.
- Conduct Community Needs Assessment(s) to garner input on community development needs from the Resighini Rancheria Tribal citizens.
- Promote Tribal interests to support and expand Tribal services and/or governmental function opportunities.
- Work with federal, tribal, state, and local governmental entities, nongovernment organizations, and others to address the community development needs of the Tribe.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

MINIMUM JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have the initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



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- BA/BS degree in community planning or closely related field.
- Directly related work experience may be considered in place of a degree at a 1:2-year ratio (higher education to direct work experience).
- 1-2 years of experience working in planning and community development;
- Demonstrated experience in securing and managing federal and/or state grants.
- Must have the ability to use, with a high level of competency, Microsoft Office programs.
- Must have the ability to communicate clearly, both orally and in writing and express one's self clearly and concisely for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings.
- Must have a valid driver's license and be insurable.

PREFERRED JOB QUALIFICATIONS:

- Knowledge of Yurok culture and language.
- 1-2 years of experience working in Tribal communities and/or for a Tribal government.
- MA/MS degree in related field.

CONDITIONS of EMPLOYMENT:

- Position is a full-time position.
- Position is grant-funded and, therefore, dependent on securing grant award(s).
- All applicants are subject to the Tribe's Substance Abuse Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American applicants subject to the Tribe's Human Resources Policy & Procedures.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

Applicant

Date

Executive Director

Date

Approved January 12, 2022