POSITION DESCRIPTION

Position: Assistant Planner – EDA

Salary: $15.00 - $16.50 per hour (DOE)

Opening: Monday, February 22, 2022

Closing: Until Filled

BASIC FUNCTION:
Working within the Quechan Indian Tribe’s Economic Development Administration (EDA), under the direct supervision of the EDA Director and overall supervision of the Administrator and Tribal Council, the Assistant Planner provides support to the EDA Director in the administration of the Tribe’s Business Permit program.

DUTIES & RESPONSIBILITIES:

- Answer general and specific inquiries about the Business Permit program, its goals, fee structure, etc.
- Process applications, prepare permits for approval, and distribute approved permits.
- Generate and distribute renewal, expiration, and revocation notices.
- Maintain permit filing system.
- Compile and distribute reports regarding permitting activity.
- Presents and defends Business Permit program information in a public speaking setting, such as meetings and hearings, and documents meeting and hearing outcomes.
- Prepare reports concerning complaints received about permittees and recommend appropriate action.
- Propose, and with the assistance of the EDA Director, develop and implement workflow improvements.

QUALIFICATIONS:

- Must have a High School Diploma, or equivalence of a GED.
- Must have a valid driver’s license and be insurable by the Tribe.
- Experience, training or educational background in customer service, clerical/office operations, or files management.
- Must be able to operate a computer and common software applications; MS Access (database) skills preferred.
- Must be willing to occasionally work after hours as necessary to timely complete assigned tasks and to attend meetings and hearings.
- Must possess strong effective oral and written communication skills.
• Must be willing to travel occasionally.