



# QUECHAN INDIAN TRIBE

*Fort Yuma Indian Reservation*

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

## **POSITION DESCRIPTION**

**Position:** Planner

**Salary:** \$48,000 - \$62,000 per year-DOE

**Opening Date:** Wednesday, June 5, 2019      **Closing Date:** Friday, June 28, 2019

### **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 Planner assists the EDA Director in the development and implementation of the Tribe's Land Use Planning and Development program, in accordance with applicable laws, regulations, policies, and procedures.

### **Responsibilities and Duties:**

- Assist the EDA Director with the development and revision of a General Plan and Specific plans, as well as laws, regulations, policies, and procedures implementing such plans.
- Performs research and data gathering for population, land tenure and use, and economic studies, analyzes to identify trends, and develops alternatives.
- Assists with the administration, implementation, and evaluation of EDA projects, particularly those involving infrastructure development, by identifying funding/financing sources, drafting/updating funding agreements, fulfilling grant/contract reporting requirements, developing requests for proposals and contracts to procure professional services, handling payment and reimbursement requests, and conducting assessments, interviews, meetings, research, and surveys.
- Assists in the collection, development, analysis, and distribution of demographic information, computer databases, and statistical reports.
- Develops maps and other graphic presentations to illustrate planning concepts.
- Assists in maintaining land planning and development project records, files, and maps.
- Presents and defends planning information in a public speaking setting, such as meetings and hearings, and documents meeting and hearing outcomes.
- Provide support and assistance to consultants and contractors involved in EDA projects.
- Collaborates with the EDA Director and the Tribe's Grants Writer in preparing applications for funding/financing EDA projects.

### **Qualifications:**

- Must have a Bachelor's degree in city & regional planning or planning-related field.
- Must possess at least two years of current or long-range planning or planning-related experience; a Master's degree in city & regional planning or planning-related field may be substituted for one year of experience.
- Must competently read, understand, and interpret common planning & land use-related documents, including building codes, construction documents and drawings, contracts, encroachment permits, engineering standards, leases, legal descriptions, maps, ordinances and policies regarding land use and zoning, and surveys.
- Must be able to consistently make progress toward achieving the objectives of several projects simultaneously.
- Must be skilled in compiling statistical information and preparing and presenting technical reports.

- Must be able to effectively use a computer and common software applications.
- Must possess effective and persuasive oral and written communication skills.
- Must have a valid driver's license and be insurable by the Tribe.
- Must be willing to travel occasionally.
- Must be willing to occasionally work after hours as necessary to timely complete assigned tasks and to attend meetings and hearings.

**FOR MORE INFORMATION AND TO APPLY:**

**Quechan Indian Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA 92283  
Telephone: (760) 572-0213**

**Mailing Address: PO Box 1899  
Yuma, AZ 85366**

**Fax: (760) 572-0515 (All resumes must be accompanied by a Tribal Application)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants MUST PASS a pre-employment Alcohol/Drug screening and Background Check.