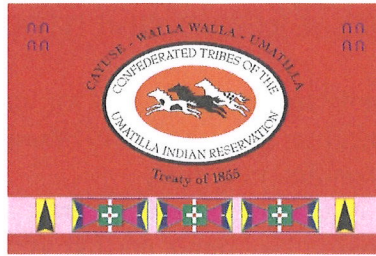


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÉNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION AND INTERNAL VACANCY ANNOUNCEMENT
Open to Existing Employees and CTUIR members

POSITION TITLE: Senior Planner – Planning Program Manager

SALARY: Pay Range: 12
\$69,927.60 to \$97,752.72 Annual
DOE/DOQ

DEPARTMENT: Tribal Planning Office

LOCATION: Nixyáawii Governance Center, Mission Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Exempt
Background Check

SUPERVISED BY: CTUIR Tribal Planning Director

OPENING DATE: August 28, 2024

CLOSING DATE: September 6, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe’s sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Senior Planner/Planning Program Manager prepares and administers the CTUIR Comprehensive Plan and related land use planning projects/programs which guide land use and economic development decisions for the Umatilla Indian Reservation. This position plans, organizes and manages day-to-day operation, fiscal and

personnel functions of the Planning Program within the Tribal Planning Office. This position serves as a senior staff member along with other Tribal Planning Office Program Managers, and serves as Acting Planning Director in the Director's absence.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Supervises Planning Program Staff and is responsible for hiring, evaluations, necessary disciplinary actions, and ensuring staff are meeting required certification, attending required training, and obtaining and maintaining professional licensure.
2. Responsible for the preparation of the Planning Program's portion of the Tribal Planning Office's Annual Work Plan, and the Planning Program's portion of the Tribal Planning Office's annual budget.
3. Assists Planning Director with formulating land use, environmental and development proposal review.
4. Assigns, reviews and evaluates the work of Planning Program staff.
5. Administers and manages the land use and development permitting systems, permit tracking, and the processing of land use applications for variances, conditional uses, partitions, subdivisions, planned unit developments, site plan review, forestry permits, zone changes and amendments to the Land Development Code assuring completion within designated time lines.
6. Address land use and development issues and provides recommendations for action to Planning Director, Tribal decision makers, staff, Tribal members, and the public.
7. Responsible for providing Planning Program staff support to the Land Protection Planning Commission, providing oversight to assure legally defensible public hearing processes and written findings.
8. Prepares written amendments to CTUIR Planning Office codes and plans as directed and reviews draft codes, code amendments and plans developed by other CTUIR Departments and Programs for compliance with CTUIR Comprehensive Plan Goals and Objectives.
9. Works in a professional and courteous manner with Tribal Planning Office staff, Tribal members, the public, all other CTUIR staff and outside partners.
10. Effectively manages time and projects in order to meet deadlines as mandated by Tribal statutes, self-motivated and highly organized.
11. Provides technical and advisory support to various CTUIR Committees and Commissions as requested.
12. Assists CTUIR Departments and Programs with planning related issues as requested such as compliance with the CTUIR Comprehensive Plan, policy development, land acquisition, enforcement, transportation, water quality, etc.
13. Comprehensive Planning: maintain and update the CTUIR Comprehensive Plan as prescribed in Chapter 7 of the Plan.
14. Provides verbal, visual and written presentations in a clear and precise manner to committees, commissions, Board of Trustees, General Council and other public meetings both on and off reservation.
15. Keeps the Planning Director apprised of planning, personnel, budgetary, or other issues and provides project status updates.
16. Represents the CTUIR and Tribal Planning Office, and to the extent allowed, the CTUIR as a whole, with state and local agencies, special interest groups and the public.
17. Other duties as assigned by the Planning Director.

SUPERVISORY AUTHORITY:

This position will directly manage the current positions of Associate Planner, Assistant Planner, and any future Planner or support positions that may be created in the Planning Program.

SIGNATORY AUTHORITY:

Purchase requisitions and travel authorizations with concurrence of the Planning Director, program Timesheets, leave requests, travel authorizations.

ACCESS TO SENSITIVE AREAS:

Access is granted to the Senior Planner to sensitive areas of the Tribal Planning Department and its associated records in Records Program archive vault during proper performance of duties, as well as the ability to grant the same permissions to the Assistant, Associate and other personnel under the direct management of the Senior Planner to carry out their duties as directed.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

Master's Degree preferred in community planning, geography, or related field, AND, five (5) years working experience as a planner with Tribal, city, county or regional planning organizations.

1. Bachelor's Degree in community planning, geography, or related field, **AND**, Six (6-10) years' work experience as a planner within Tribal, city, county or regional planning organizations.
2. Considerable knowledge of the principles of planning. AICP preferred.
3. Considerable knowledge of administrative decision making processes, quasi-judicial decision making process and related legal issues.
4. Considerable knowledge of zoning and subdivision ordinances, forest practices and issues, mining practices and issues, National Flood Insurance Program requirements, governmental/legal procedures, and related terminologies.
5. Ability to develop and manage a project work program, conduct research, compile technical data, compose maps, plans and specifications.
6. Ability to read, explain and apply rules, regulations, policies and procedures.
7. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
8. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
9. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
10. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
11. Must have extensive knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
12. Must have a working knowledge of ArcView/ArchMap GIS systems.
13. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
14. Must be able to operate office machines (copiers, printers, scanners, etc.).
15. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
16. A test may be administered immediately following interview appointment.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

NOTE: Existing employees and CTUIR members who apply for internal positions only need to submit a letter of interest with qualifications at their discretion.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.


APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



08/28/2024

Approved: Patricia Farrow, Sr. Staffing and Recruitment Specialist

Date

Applicant Review and Acknowledgement

I have read the updated/current position description and understand the requirements of the position for which I am employed
(Original signature must be placed on file in the employee’s personnel file when/if hired for this position.)

Applicant Signature

Date

