



JOB ANNOUNCEMENT

JOB TITLE: Community Development Planner
HOURS & CLASSIFICATION: Full time or part time (24, 32 or 40 hours/week), salary/exempt
PAY RANGE: \$76,500 to \$86,500 (for FT), depends on qualifications & hours
FILING DEADLINE: Open until filled

GENERAL DESCRIPTION:

The primary function of this position is to provide long range planning and project management expertise to the Upper Skagit Indian Tribe Planning & Community Development Department. The position will prepare grant applications, manage ongoing grants including agency reporting, monitor work done by consultants and contractors, and provide environmental review and compliance support for projects. In coordination with other Planning staff and Tribal management, the position will develop and write long-range planning documents such as, but not limited to: emergency operations plans, utility plans, land use plans, capital facilities plans, records management plans, renewable energy plans, and transportation plans. This position will support code revisions and updates. This position will work closely and collaboratively with other Tribal program staff.

APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to hr@upperskagit.com with the subject line “**Community Development Planner**”, or mail “Attn: HR Recruiter” at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe’s website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

Applicant must meet mandatory qualifications to be considered.

MANDATORY QUALIFICATIONS:

1. Bachelor’s degree in planning, public administration or a related field and a minimum of five (5) years of related work experience demonstrating progressive responsibility.
2. Must have experience researching, understanding and implementing federal regulations and programs relating to development, environmental compliance, NEPA requirements, and grant compliance. Must be able to identify any knowledge gaps and find appropriate resources to provide answers.
3. Must be able to communicate information verbally and in written form in a clear, concise, accurate and professional manner. Experience preparing technical reports.
4. Experience in preparing state and federal grants or contract applications to secure project funding.
5. If selected, must pass a background check including a criminal background check and must pass a pre-employment drug test and comply with the Tribe’s Substance Abuse Policy including random drug screening.

ADDITIONAL QUALIFICATIONS:

1. Comparable work experience with local or tribal government preferred.
2. Familiarity with utility systems including water, wastewater, telecommunications, transportation services, and renewable energy systems and their applications, operations and distribution systems.
3. Familiarity with infrastructure assessments, plan development, and asset management.
4. Demonstrate ability and experience reading, understanding and applying regulatory documents pertaining to program areas.
5. Experience preparing code revisions and updates. Experience with land use planning.
6. Skill in grant budget preparation and fiscal management. Able to monitor project expenditures for compliance with cost principles. Demonstrate familiarity with federal procurement requirements.
7. Demonstrate excellent record-keeping and organizational skills.
8. Familiarity with ArcGIS and/or CAD desirable.
9. Proficient in the use of word processing, spreadsheets, databases and online programs.
10. Be able to multi-task, and accomplish tasks on-time and correctly.
11. Be able to work independently with little supervision within the scope of delegated authority consistent with established policies and guidelines and in cooperation with other staff. Able to work collaboratively with other Planning department staff.
12. Must be able to successfully resolve conflicts in the conduct of work activities with coworkers and stakeholders.
13. Must have a valid unrestricted Washington State Driver's License and be insurable under the Tribe's motor vehicle insurance policy.
14. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.

The Upper Skagit Indian Tribe has the right to change this description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. The statements contained herein provided general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional equivalent areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load. This is an at-will position.