



## JOB ANNOUNCEMENT

**JOB TITLE:** Community Development Planner / Assistant Emergency Manager

**DEPARTMENT:** Planning & Community Development

**SUPERVISOR:** Routine Matters: Environmental Planner/Administration Executive Assistant  
Policy Matters: General Manager

**CLASSIFICATION:** Salary/Exempt

**HOURS:** Full time

**PAY RANGE:** DOQ, depending on qualifications

### **GENERAL DESCRIPTION:**

The primary function of this on-site position is to provide emergency management and planning, long range planning, grant writing, and community development project management expertise to the Planning Department to implement the long-range planning and community development goals of the Tribal Council. **The community development planning functions (0.70 FTE)** consist of both long-range community development planning and project implementation. The position will prepare grant applications to support community development projects and programs, manage ongoing grants including agency reporting and grant compliance, monitor work done by consultants and contractors, and provide compliance support for projects. In coordination with other Planning staff and the General Manager, the position will develop and write long-range planning documents such as, but not limited to: utility plans, land use plans, capital facilities plans, records management plans, renewable energy plans, natural hazard mitigation plans, emergency operations plans, and transportation plans. **The emergency management functions (0.30 FTE)** consist of: preparing and distributing public communication materials related to emergency preparedness, coordinating emergency planning and preparedness functions with other Tribal departments and local governments at the direction of the General Manager, developing policies and standard procedures as well as training for emergency responses, providing administrative and management functions during an emergency, and other duties as assigned. This position will work closely and collaboratively with the other Planning Department staff, and when appropriate with staff from the Facilities, Public Works, Natural Resources and Housing Departments and other Tribal programs.

### **APPLICATION INSTRUCTIONS:**

Please submit letter of interest, resume, and tribal employment application to [hr@upperskagit.com](mailto: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 minimum qualifications to be considered.**

**MINIMUM QUALIFICATIONS:**

1. Must have bachelor’s degree in planning, public administration or related field with five (5) years of comparable work experience demonstrating progressive responsibility.
2. Comparable work experience with local or tribal government preferred.
3. Familiarity with emergency program planning and emergency management functions.
4. Familiarity with utility systems including water, wastewater, telecommunications, transportation services, and renewable energy systems and their applications, operations and distribution systems.
5. Familiarity with infrastructure assessments, plan development, and asset management.
6. Must demonstrate ability and experience reading, understanding and applying regulatory documents pertaining to program areas, including Federal codes and statutes.
7. Must have experience reading and interpreting Tribal/local/state/federal regulations.
8. Familiarity with implementing federal regulations and programs relating to development, environmental compliance, NEPA requirements, and grant compliance.
9. Experience preparing code revisions and updates. Experience with land use planning.
10. Skill in grant budget preparation and fiscal management. Able to monitor project expenditures for compliance with cost principles. Demonstrate familiarity with federal procurement requirements.
11. Must have experience in preparing state and federal grants or contract applications to secure project funding.
12. Must have experience managing and implementing state and federal grants.
13. Demonstrate excellent record-keeping and organizational skills and attention to detail.
14. Must have excellent college-level written and verbal communication skills and be able to communicate information verbally and in written form in a clear, concise, accurate and professional manner. Must have experience preparing technical reports and presentations.
15. Familiarity with ArcGIS and/or CAD desirable.
16. Proficient in the use of word processing, spreadsheets, databases and online programs.
17. Be able to multi-task, and accomplish tasks on-time and correctly.
18. 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.
19. Must be able to successfully resolve conflicts in the conduct of work activities with coworkers and stakeholders.
20. Must have a valid unrestricted Washington State Driver’s License and be insurable under the Tribe’s motor vehicle insurance policy.
21. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
22. Must pass a background check including a criminal background check.

23. Must pass a pre-employment drug test and comply with the Tribe's Substance Abuse Policy including random drug screening.

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.