 **San Xavier District of the Tohono O’odham Nation**

***Employment Opportunity***

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Position: Planner

* Type: Full-Time
* Salary/Pay Rate: $25.59 - $31.99 / hour DOE

Come join the San Xavier District team! Conveniently located in the greater Tucson area with low cost of living and vibrant community culture. The San Xavier District offices are located next to the historic San Xavier Mission del Bac. This position plays a vital role in using effective land-use planning for community growth while helping maintain O’odham traditions and culture.



**Job Summary:**

* 1. Salaried exempt full-time regular, non-supervisory position.
  2. The Planner is responsible for assisting the Planning Staff in managing, administering and carrying out complex current and advanced District projects and programs, in coordination with the Community, decision–makers, committees, organizations, other departments, and other jurisdictions.
  3. Supervised by the Planning Administrator.
  4. Hiring Range E-4

1. Responsibilities
   1. Essential Duties
      1. Acknowledges and greets all applicants and District employees politely and professionally.
      2. Oversees all ongoing & future home-site Applications for Planning Department and works in coordination with the Housing & other Departments to assist Community Member or Allottee’s requests.
         1. Coordinates with GIS Analyst to help locate and show home-sites to applicants.
         2. Keeps proper records on all Homesite Applications and helps maintain data base.
         3. Keeps Planning Staff informed on progress of Home-site Applications, steps, tasks, and status.
      3. Coordinates with the intake, tracking and review of applications for development on tribal and allotted lands.
      4. Assist Allottees in identifying or locating allotments for development.
      5. Assists in carrying out the development review process by setting up meetings to review developments and projects, including meetings with Allottees on developments affecting their lands.
      6. Assist in the development and periodic updating of District planning documents and related documents.
      7. Manages and /or coordinates planning projects and programs in a team–oriented capacity.
      8. Assist with the planning and development of land uses.
      9. Recommends land and physical arrangements for residential, commercial, industrial, and Community uses.
      10. Assists in coordinating planning objectives with local and tribal planning agencies and committees.
      11. Attends decision–making, committee, staff and other meetings; on evenings and weekends when deemed necessary.
      12. Assists in meeting coordination with District committees such as Planning and Housing and other committees.
      13. Performs the duties necessary to enforce applicable planning policies and codes.
      14. Assists with the compilation, analysis, and reporting of data on economic, social, and physical factors affecting the Community and resources of the San Xavier District.
      15. Coordinates with the Tohono O’odham Nation Planning Department and other departments in grant development and submittal.
      16. May assist in the preparation of grant applications and necessary progress reports.
      17. Assists in working relationships with outside entities and other departments that coordinate with the Planning Department in terms of internship programs.
      18. May work directly with interns and participants.
      19. Attends departmental and all-staff meetings, and job-related trainings to upgrade skills and knowledge.
      20. Maintains confidentiality of all sensitive information.
      21. Performs other duties as assigned and executes other responsibilities and projects as necessary.
2. Knowledge Skills & Abilities
   1. Ability to –
      1. effectively perform multiple complex projects in conjunction with day-to-day activities— working independently.
      2. get along with diverse personalities.
      3. be decisive, recognize and support the District’s preference and priorities.
      4. establish and maintain effective working relationships with local officials, department/program supervisors, employees, District Council, committee and the community-at-large.
   2. Good reasoning abilities and sound judgment; good communication skills.
   3. Resourceful and well organized.
   4. Preferred knowledge of-
      1. San Xavier District governmental system and community organization.
      2. Knowledge of proposal writing, administration, and grant reporting.
3. Qualifications:
   1. Must have a Bachelor’s degree in Planning, Geography, Architecture, or related field.
   2. Two (2) years of work experience in planning or a closely related position. Any combination of training, education and work experience that demonstrates the ability to perform the duties of this position.
      1. Experience with a tribal department or organization preferred.
   3. Valid Arizona Driver’s license, and must be insurable through the Tohono O’odham Nation insurance provider.
   4. Bilingual— O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 and 473) the San Xavier District gives preference in filling vacancies to (in sequential order):

(1) enrolled members of the San Xavier District,

(2) enrolled members of the Tohono O’odham Nation,

(3) enrolled members of other nations or tribes,

(4) all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Benefits include:

* Medical, dental, and vision benefits; San Xavier District covers 90% of the cost.
* Basic Life Insurance and Short-term disability paid for by the San Xavier District.
* Additional Life Insurance at affordable rates.
* Annual Leave, Sick Leave, and Fitness Leave.
* Educational Leave (if employee meets the requirements).
* 401k; 4% employer match.
* Health and Wellness opportunities and events.
* Flexible Schedule

**HOW TO APPLY**

Candidates interested in this position should send a resume and references to:

Mark Pugh

[mpugh@waknet.org](mailto:mpugh@waknet.org)

(520) 573-4076

John Baskett

[jbaskett@waknet.org](mailto:jbaskett@waknet.org)

(520) 573-4075