

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

**1. Job Summary**

- a) Salaried, exempt, full-time regular, non-supervisory position.
- b) The Planner is responsible for assisting the Planning Department in carrying out complex current and advanced District projects and programs in coordination with the Community, District Administration, committees, organizations, departments, and other jurisdictions.
- c) Supervised by the Planning Administrator.
- d) Hiring Range – E4.

**2. Responsibilities****a) Essential Duties**

- i) Acknowledges and greets all visitors and District employees politely and professionally.
- ii) Oversees the Planning Department's role in the Land Assignment Process.
- iii) Assists the Housing and other Departments with requests from SX Community Members or Allottees by –
  - a. coordinating with the GIS Analyst in locating and showing Land Assignments to applicants.
  - b. maintaining records and database(s) on all Land Assignment applications.
  - c. appraising Planning staff on the progress of Land Assignment applications, steps, tasks, and status.
- iv) Coordinates with the intake, tracking, and review of applications for development on tribal and allotted lands.
- v) Assists in/with –
  - a. identifying or locating allotments for development.
  - b. carrying out the development review process by setting up meetings to review developments and projects, including meetings with Allottees on developments affecting their lands.
  - c. developing and periodically updating District planning documents and related documents.
  - d. the planning and development of land use(s).

- e. coordinating planning objectives with local and tribal planning agencies and committees.
  - f. meeting coordination with District committees such as Planning and Housing and other committees.
  - g. compiling, analyzing, and reporting data on economic, social, and physical factors affecting the Community and resources of the San Xavier District.
  - h. developing and maintaining good working relationships with entities and other departments that coordinate with the Planning Department regarding internship programs.
- vi) Assists with coordinating planning projects and programs in a team-oriented capacity.
  - vii) Recommends land and physical facilities arrangements for residential, commercial, industrial, and Community uses.
  - viii) Performs the duties necessary to enforce applicable planning policies and codes.
  - ix) May coordinate with the Tohono O’odham Nation Planning Department and other departments in grant development and submittal.
  - x) May assist in preparing grant applications and progress reports.
  - xi) May work directly with interns and participants.
  - xii) Attends decision-maker, committee, staff, and other meetings; on evenings and weekends when deemed necessary.
  - xiii) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
  - xiv) Maintains confidentiality of all sensitive information.
  - xv) Performs other duties as assigned and executes other responsibilities and projects as necessary.

### 3. Knowledge Skills & Abilities

- a) Knowledge of –
  - i) San Xavier District governmental system and community organization.
  - ii) proposal writing, administration, and grant reporting.
  - iii) planning principles, including understanding social, economic, and physical development of communities.
- b) Ability to –
  - i) effectively perform multiple complex projects in conjunction with day-to-day activities— working independently.
  - ii) get along with diverse personalities.
  - iii) be decisive, recognize and support the District’s preferences and priorities.

iv) establish and maintain effective working relationships with local officials, department/program supervisors, employees, Council, committees, and the community.

c) Good reasoning abilities and sound judgment; good communication skills.

d) Resourceful and well-organized.

e) Skilled in word processing, creating and maintaining databases, spreadsheets, and some graphic programs. An understanding of GIS is preferred.

4. Working Conditions

a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging				✓	
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

5. Qualifications:

- a) Bachelor’s Degree in Planning, Geography, Architecture, or related field.
- b) Two (2) years of work experience in planning or a closely related position, or any combination of training, education, and work experience which demonstrates the ability to perform this position’s duties.
  - i) Experience with a tribal department or organization preferred.
- c) Valid Arizona Driver’s License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bilingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 and 473), the San Xavier District gives preference when 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.

**Reviewed and Approved By:**

Employee Acknowledgement: \_\_\_\_\_ Effective Date \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

***San Xavier District is an “Alcohol/Drug-Free Work Place”***