

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB ANNOUNCEMENT

TITLE: PLANNER II
DEPARTMENT: PLANNING DEPARTMENT
WAGE: GRADE 13, STEP 1-3 DOE (\$24.55 - \$26.11)
OPENS: October 17, 2022
CLOSES: November 18, 2022
STATUS: **Non-EXEMPT**, CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION, BACKGROUND CHECK & BUDGET APPROPRIATIONS

ATTACH ALL SUPPORTING DOCUMENTS, INCLUDING: TRIBAL ENROLLMENT, HONORABLE DISCHARGE, EDUCATIONAL ATTAINMENT, PROFESSIONAL CERTIFICATION, LICENSE, AND OTHER RELEVANT DOCUMENTS TO VERIFY ELIGIBILITY FOR JOB QUALIFICATIONS AND PREFERENCE.

GENERAL STATEMENT

The Planner II performs work related to the development of the Community Economic Development Strategy Priorities and Comprehensive Plan. The position requires assisting the Planning Department, Tribal Housing Opportunities' Program and Community Economic Financial Institution Program(s) in identifying and writing grant proposals that effectively move development forward for the Shoshone-Bannock Tribes.

SUPERVISION

The Planner II shall exercise greater independence and judgment, receiving general supervision and evaluation by the Planning Director. The Planner II shall work cohesively and collaboratively with the Planning Director, Tribal Housing Opportunities Program and CDFI Program for development opportunities specific to the program(s).

DUTIES AND RESPONSIBILITIES

The Planner II will implement and coordinate short and long term development projects including, but not limited to, establishing economic assessments, fundraising, grant research and development and implementation of research methodology as associated to the comprehensive economic development strategy.

The position requires research and development of tribal socio-economic data, including Reservation and regional financial economics, to be used in the grant writing process and for analyzing opportunities for future economic and community development.

Develops grant/funding proposal applications coordinated with the Finance-Contract & Grant Department, for the administrative review process with final resolution of the Fort Hall Business Council.

Reviews and evaluates proposed development within the Planning and Tribal Housing Opportunities' Program regarding compatibility with a regional economic development plan, and the Community Economic Development strategy, as well as CDFI initiatives and housing initiatives which includes: feasibility of economic development projects

PLANNER II

Reviewed 10/12/22 DA3296

and expansion plans in collaboration with the Planning Director, Tribal Housing Opportunities' Manager, Land Use, and other tribal departments that may pertain.

The Planner II must take the initiative to seek out donations and fundraising opportunities as well as grant opportunities that will serve the Planning, Tribal Housing Opportunities and CDFI Programs in order to meet strategies identified by the programs.

The Planner II shall assist the Director in development of planning, zoning and permitting regulations in accordance with the mission of the Planning Department and legal mandates within the 2010 Land Use Ordinance. Coordinates and communicates effectively with the Land Use Department, Land Use Policy Commission, Planning Department and others related to planning, zoning, permitting. Ability to develop and maintain strong working relationship with federal, state and local agencies related to planning, zoning and permitting for land use.

TYPICAL FUNCTIONS:

- Establishes and maintains effective working relationships with fellow employees, other programs and agencies and the general membership of the tribes.
- Advocates Tribal Sovereignty
- Establishes goals/objectives regarding economic and community development planning through a defined planning process involving the community.
- Maintains a working knowledge and respect for the Tribes culture, traditions, and practices.
- Identifies short term and long term funding goals with input from the Planning Director and Tribal Housing Opportunities' Manager.
- Conducts research and prepares statistical reports on key critical issues of land use, physical, social and economic criteria.
- Schedules and conducts meetings with advisory boards, committees and elected officials, and other tribal programs as it pertains to development projects identified in the department for the purposes of collaboration and grant proposals.
- Other duties as assigned

TYPICAL SKILLS

- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers,
- Self-Starter who is motivated to make relationships with prospective donors
- Group facilitation skills for use with community collaboration meetings
- Strong project management skills
- Ability to write well organized grant proposals and utilize the appropriate data required to strengthen proposals for funding

QUALIFICATIONS

Bachelor's degree Urban and Regional Planning, Bachelor's in Landscape Architecture and Environmental Planning, Bachelor's in Public Administration or Bachelor's in Business Administration or related field and two years of professional experience preferably in state, local, and tribal government administration or non-profit work. Must show a demonstrated ability to write grant proposals and understand elements of grant research and process. Supervisory experience preferred. Masters preferred.

PLANNER II

Reviewed 10/12/22 DA3296

IMPORTANT APPLICATION CRITERIA

You must turn in all supporting documents to be eligible for this position.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official Tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college that indicate the degree(s) received, as well as any other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of US military service are entitled to receive preference points during the interview process.

To verify Tribal member preference, applicants must provide a copy of their tribal enrollment card. To verify Indian preference, non-enrolled member and non-member Indian (enrolled in another federally-recognized Indian tribe) applicants must provide a Certificate of Indian Blood from their tribe or from the Bureau of Indian Affairs.

Applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribes. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Alcohol and Drug Free Workplace Policy.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on applicants to ensure suitability for the position applied for.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5:00 P.M.** on the closing date.