

# Tribal Planner

[Pueblo of Acoma](#)

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Pueblo of Acoma, NM 87034

\$85,000 - \$93,000 a year - Full-time

Apply now

## Job details

### Salary

\$85,000 - \$93,000 a year

### Job Type

Full-time

## Benefits

401(k)

Dental insurance

Health insurance

Paid time off

Vision insurance

## Full Job Description

Vacancy Announcement

Operations – Community Development

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 [505-552-6728](tel:505-552-6728)[www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Tribal Planner (Full-Time w/Benefits) PAY RATE: \$50,000/annually**

**OPENING DATE: July 8, 2022 CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

Under the direct supervision of the Director of Community Development the Tribal Planner is responsible for development, implementation, management, oversight and administration of the Pueblo's planning efforts. The Tribal Planner leads in the development of comprehensive long-term plans, including land-use, community development/strategic plans, transportation planning, organizational improvement plans and grant writing.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Coordinate and oversee the preparation of all planning studies of human and physical resources, economic base, community facilities necessary for community/economic development planning and implementation.
2. Gather and analyze information for specific community needs assessments.
3. Compile data for use in preparing planning studies; summarizes information from reports, field and file investigations, maps, notes, and all other available sources.
4. Research funding for community, transportation, infrastructure and planning projects.
5. Oversight of all planning functions in the Community Development Office.
6. Administer the short- and long-term plans for land use and transportation planning.

7. Research and prepare proposals for funding to support planning, community development and other related programs.
8. Prepare and submit information for periodic reports to Tribal Administration and Council on project activity; prepares other interim reports as requested by the Director of Community Development.
9. Develop partnerships with appropriate local, state, and federal agencies to enrich the Pueblo's potential for transportation and community development.
10. Facilitate public or focus group planning meetings
11. Develop partnerships with appropriate local, state, and federal agencies to enrich the Pueblo's potential for community/economic development.
12. Updates professional and technical knowledge by conducting research; attending trainings and conferences; reviewing professional publications; establishing networks; participating in professional organizations; conferring with representatives of contracting agencies and related organizations.
13. Contributes to team effort and accomplishes related results as required.
14. Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Experience: Four years planning or rural/native community development experience

#### **AND**

Education: Bachelor's degree in Planning from a Planning Accreditation Board (PAB) university program or Bachelor's degree in geography, architecture, or related field

#### **OR**

- An Equivalent combination of education and experience that show the ability to perform the required job duties

#### **PREFERRED QUALIFICATIONS**

- American Institute of Certified Planners (AICP) certification
- Master's degree in Planning from Planning Accreditation Board (PAB) accredited university program
- Keres speaking

#### **MANDATORY KNOWLEDGE, SKILLS, ABILITIES, AND OTHER QUALIFICATIONS**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional form of government, culture and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of applicable federal, state, county and local laws, regulations, requirements and codes
- Knowledge of community/economic development and planning methods, techniques, and procedures
- Knowledge of research methodologies and data analysis, policy development, and synthesis of complex planning issues
- Knowledge of the techniques of planning research and its application to general and specific urban/regional planning studies and projects
- Knowledge and experience applying advanced theory, principles, concepts, standards, practices, and information sources of master and long-range planning

- Skill in operating computers and other office equipment including in a Windows environment, specifically Word, Excel,

#### Access and presentation software

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in preparing, reviewing, and analyzing technical, operational, and financial reports
- Skill in facilitation
- Skill in preparing, reviewing, and analyzing technical, operational, and financial reports
- Ability to manage large, complex master planning projects and contracts, including budgets, schedules, and quality of work product
- Ability to prepare for, assist with, and/or facilitate public or focus group planning meetings
- Ability to lead and motivate groups with diverse interests; integrate input from various sources inside and outside the

#### Pueblo

- Ability to interpret applicable federal, state, county, and local laws, regulations, policy and requirements
- Ability to conduct quantitative and qualitative research and analysis on planning topics
- Ability to demonstrate cultural awareness and sensitivity
- Ability to demonstrate sound work ethics
- Ability to be persuasive and tactful in controversial situations
- Ability to read, analyze, and interpret complicated proposals and applications
- Ability to demonstrate excellence in everything and continually seek improvement in results
- Ability to perform other duties as assigned

#### **INDIAN PREFERENCE**

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.*

*VA0912022 Pueblo of Acoma is a Drug Free Workplace.*

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Job Type: Full-time

Pay: \$85,000.00 - \$93,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: One location