

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-71

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Planning Program Manager
OPENING DATE:	September 22, 2022
CLOSING DATE:	September 30, 2022
DEPARTMENT:	Public Works / Planning Program
SALARY RANGE:	E-16; \$54,877 - \$82,315

Position Summary

Under general direction of the Public Works Director, plans, manages, implements, and supervises activities and services to meet goals and objectives of the Pueblo, its communities, and the Planning Program. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities

- Develops and implements strategic plans which include short-term and long-term goals and objectives for the effective and efficient operations of the Planning Program and delivery of services to the community.
- Establishes goals, objectives, policies, and procedures in accordance with strategic plan and in accordance with funding source requirements where applicable.
- Communicates to staff organizational values, goals, objectives, and program-related activities via regularly scheduled staff meetings.
- Develops or coordinates the development of comprehensive, capital improvement, topic-specific, and site plans; serves as project manager.
- Ensures incorporation of land use planning principles and community input in design phase of project development.
- Analyzes plans and physical development proposals for consistency with Pueblo laws, applicable regulations, policies, procedures, and community goals.
- Oversees the preparation and submittal of the Pueblo's portion of the New Mexico Infrastructure Capital Improvement Plan.
- Designs, coordinates, and implements methods of obtaining community input for plans and designs using culturally appropriate approaches; coordinates community advisory groups; attends weekend and evening community involvement activities.
- Collaborates with other programs, departments, and entities to encourage community input.
- Documents community input; organizes documentation for use in plan documents and designs.
- Develops and coordinates efforts for research, study, compilation, management, and presentation of data and statistics to support the Pueblo's planning needs.
- Assists with development of policies that affect land use and physical development.
- Coordinates or assists with coordination of environmental review and clearance processes under the National Environmental Policy Act and other laws and regulations.
- Reviews and comments on plans, proposals, notices, and other announcements that may affect the Pueblo of Laguna.
- Assesses and recommends potential sources of project funding. Works with the Grant Writer in development of applications.
- Creates or oversees the creation of graphic designs, renderings, and sketches.
- Collaborates with the Pueblo's Geographic Information System program to develop maps.
- Makes presentations to Pueblo Council, village meetings, the community, and other programs and/or outside entities.
- Develops scopes of work for professional consultant contracts; reviews consultant work products; reviews budgets and certifies invoices for payment.
- Prepares and administers program budget; develops budget modifications; prepares required reports.
- Develops required financial reports, narrative project reports, revisions to plans, and other required/requested documentation.

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- Provides daily supervision and mentors staff for effective service delivery.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing relationships with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

Minimum Qualifications:

Master's Degree in community, urban, or regional planning or a related field required. Four (4) years of Planning work experience required. Five (5) years of administrative or management experience, including three years in a supervisory capacity, required. Tribal government Planning work experience preferred. Certification from the American Institute of Certified Planners preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Program Planning Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications

- Knowledge of applicable laws, regulations, requirements, ordinances, and legislation.
- Knowledge of the Pueblo of Laguna's traditional form of government, customs, and traditions.
- Knowledge of tribal sovereignty and relationships with the federal government, including tribal land status and environmental law, regulations, and principles.
- Knowledge of principles and practices of community-based planning including community involvement.
- Knowledge of principles of, and skills in plan development, including specializations.
- Knowledge of demographic data, including U.S. decennial census, American Community Survey, and tribal enrollment records.
- Knowledge of a range of potential sources of narrative information, including tribal documents, gray literature, academic reports, and on-line information.
- Knowledge of federal, state, and non-profit funding sources for projects.
- Knowledge of mapping and geographic data.
- Knowledge of effective writing techniques and principles of English grammar.
- Skill in reviewing and interpreting complex documents.
- Skill in written and verbal communication.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations; skill in strategic planning.

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- Ability to use ESRI geographic information systems.
- Ability to collect, analyze, interpret, and apply statistical data and other information to projects.
- Ability to interpret applicable federal, tribal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to establish and maintain professional working relationships with co-workers and outside entities.
- Ability to be persuasive and tactful in controversial situations.
- Ability to work independently or in a team environment; ability to motivate and promote team-building efforts.
- Ability to analyze situations, adopt appropriate courses of action, and exercise independent judgment.
- Ability to solve complex problems and deal with multiple variables in atypical situations.
- Ability to handle multiple tasks simultaneously and meet strict deadlines.
- Ability to maintain confidentiality, to demonstrate moral character and self-responsibility.
- Ability to follow verbal and written instructions.
- Skill in the development of scopes of work for professional consultant contracts and other projects.
- Skills in project management and in the development of required narrative and statistical reports.
- Skill in preparation of effective visual and other materials for planning processes and public presentations.
- Skills in obtaining community input through accepted planning and culturally appropriate methods.
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in computer use, including in Word, Excel, PowerPoint, Outlook and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically emailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at wroughsurface@pol-nsn.gov.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES