

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-36**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Planner
OPENING DATE: April 20, 2022
CLOSING DATE: Open Until Filled
DEPARTMENT: Administrative Services Department / Planning Program
SALARY RANGE: E-14; \$59,188 – \$88,783

Position Summary:

Under general direction of the Planning Program Manager, the Planner coordinates or assists with the coordination of capital improvement planning, development and update of comprehensive, topic-specific, and site plans, and implementation of studies and public involvement processes. 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:

- Coordinates or assists with the coordination of the Pueblo's capital improvement planning in collaboration with the Public Works Department, villages, other programs, entities, and agencies.
- Prepares or assists with the preparation of the Pueblo's New Mexico Infrastructure Capital Improvement Plan for submittal to the State.
- Contributes to the development and update of comprehensive, topic-specific, and site plans.
- Designs studies; researches, compiles, and organizes information; and prepares narrative and statistical reports, charts, and tables.
- Identifies issues and opportunities for improvement through community planning and community needs assessments; develops strategies consistent with community goals.
- Develops, coordinates, and facilitates community involvement processes, including community meetings, interviews, surveys, focus groups, and workshops, to assess community needs and identify potential solutions to problems.
- Accurately documents input as meeting notes and in other written and graphic forms; organizes documentation for future use in plan documents and presentations.
- Prepares and makes presentations to the Pueblo Council, at village meetings, and to other programs, entities, and organizations.
- Creates graphic designs, renderings, and sketches for planning processes and presentations.
- Works with the Pueblo's Geographic Information System to develop maps.
- Researches additional funding opportunities and assists with the development of proposals; assists with management of grants.
- Develops scopes of work for professional consultants; assists with management of contracts.
- Prepares formal correspondence and required reports.
- Attends Pueblo, regional, state, and other meetings as a representative of the Planning Program, Administrative Services Department, or the Pueblo, when authorized.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as assigned.

Minimum Qualifications:

A Bachelor's Degree from an accredited university in community planning, public administration, engineering, project management or a closely related field, plus three years of directly related work experience, required. Master's Degree in the above disciplines, plus two years of directly related work experience, preferred. A combination of relevant education and directly related experience may be considered. Fluency in the Laguna language preferred.

Additional Requirement:

Please attach the following: resume, graphic portfolio (e.g., street renderings, brochure, flyer, map, etc.) and planning-related writing sample.

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 Planner is designated as a Medium Risk Public Trust (*MRT*) 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 capital project planning principles and processes on tribal lands and in New Mexico.
- Knowledge of principles of community planning, including in-depth knowledge of at least one of the following: land use, natural resource, environmental, economic development, transportation, housing, education, or health.
- Knowledge of information resources available for planning, including but not limited to U.S. Census data.
- Knowledge of effective writing techniques, proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of tribal sovereignty and relationships with the federal government; knowledge of the Pueblo's traditional form of government and customs.
- Knowledge of mapping and geographic data, including geographic information systems.
- Ability to interact and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to collect, analyze, interpret, and apply data to planning projects.
- Ability to lead public meetings, facilitate various types of workshops
- Ability to persuasively present ideas.
- Ability to accurately apply statistical and algebraic, or geometric knowledge in practical situations.
- Ability to work on several projects simultaneously, prioritize, and meet strict deadlines.
- Ability to work independently or in a team environment as needed.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to maintain confidentiality of privileged individual and tribal information.
- Ability to follow verbal and written instructions.
- Skills in organization and time management.
- Skills in computer use, including Word, Excel, PowerPoint, Outlook, Adobe Creative Suite (primarily Photoshop, Illustrator, and InDesign), ArcGIS, and software unique to the 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 mailed 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 poemployment@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 the HR Office, at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES