

- Develop and oversee program/community infrastructure projects, as assigned.
- Administer the LVD Tribal Transportation program (TTP) including following proper steps and procedures to utilize Federal Highway Funding, conducting all roads inventory relate work and submitting to Tribal Leadership for approval, develop and implement TTP annual transportation plan including annual Tribal Transportation Improvement Plan (TTIP), pursue rights of way (where applicable), coordinate technical assistance, oversee Retained Services Agreement (“RSA”) related to BIA Roads Staff for each project design, preparation of bid packages, conduct pre-construction meetings and perform necessary project inspections
- Oversee LVD Mini-Storage rentals and maintenance.
- Oversee EPA EnergyStar revolving fund
- Coordinate grant applications and solicitation of other funding sources with Tribal Department Directors related to Community Development/Land Use/Planning goals and objectives.
- Coordinate tribal needs assessments necessary for the development of short and long-term strategic planning goals of tribal leadership.
- Assist with environmental and legal documentation necessary for all tribal land purchases and fee to trust applications
- Coordinate annual community clean up efforts and oversee curbside garbage collection program for eligible Tribal Members
- Meet with tribal leadership, public officials, developers, and the tribal community regarding community development plans and land use matters
- Develop and administer tribal government plans or policies affecting land use
- Gather and analyze data from market research, censuses, and economic and environmental studies to inform land use and community development projects
- Development of various demographic resources like fact sheets, summaries, supporting documents and justifications for different grant applications.
- Conduct field investigations to analyze factors affecting community development and decline, including land use
- Stay current on zoning and building codes, environmental regulations, and other legal issues affecting land use planning and community development

KNOWLEDGE, SKILLS AND ABILITIES

The successful candidate will possess:

- Skills in communication, both orally and in writing, to clarify the effect of community planning decisions, mission, and goals of a project.
- Problem solving skills, ability to manage time effectively, self-motivation skills, ability to work effectively under pressure, ability to build positive work relationships with internal and external contacts and the ability to interact professionally with a wide variety of people.
- Demonstrated knowledge of the social, economic, educational and health concerns of Native Americans. Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, and diverse partners.
- Understanding and experience with fiscal and budgetary theory and practice.
- Demonstrated critical thinking problem-solving, organizational, and time-management skills.
- Requires the ability to perform data analysis.
- Proficiency in MS Office Suite.
- A valid driver's license with access to reliable transportation.
- Ability to travel, when required.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Urban Planning, Public Administration, or a related field; or five years of progressively increasing responsibility involving community development and planning

DESIRED QUALIFICATIONS:

Experience with a Native American Tribal organization and/or not-for profit agency desirable. AICP Certification desirable.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

All applicants must submit a resume.

Date Approved by the Tribal Council: January 11, 2023