

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-100A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Economic Development Planner
OPENING DATE: January 17, 2017
CLOSING DATE: Open until filled
DEPARTMENT: Administrative Services Department/Planning Program
SALARY RANGE: E-15; \$46,624 - \$69,936

Position Summary:

Under the direction of the Planning Program Manager, the Economic Development Planner coordinates the development economic development studies and plans; contributes to the development and update of capital improvement, comprehensive, topic-specific, and site plans for the Pueblo of Laguna; supports the development and administration of planning contracts; compiles data relevant to planning; implements studies and public involvement processes necessary for planning; and supports Pueblo departments in program planning.

Essential Duties and Responsibilities

- Coordinates the development of economic development studies and plans
- Designs and implements studies necessary to assess community needs and recommend potential solutions to problems.
- Develops scopes of work, prepares requests for proposals, reviews proposals and makes recommendations on selection, and manages contracts with consultants for a range of planning efforts.
- Develops, coordinates, or supports the development of comprehensive, capital improvement, topic-specific, and site plans for the Pueblo of Laguna; serves a project manager for the development of plans.
- Gathers, organizes, analyzes, and presents information, including economic data.
- Supports the development and implementation of community involvement processes, such as ad hoc and formal community advisory groups on specified topics (such as economic development), community meetings, interviews, surveys, focus groups; attends weekend and evening community involvement activities as needed.
- Identifies issues and opportunities for improvement through community planning and develops strategies consistent with community goals.
- Accurately documents community input as meeting notes and in other written and graphic forms; organizes documentation for use in plan documents and designs.
- Monitors, reviews, and comments on plans, projects, programs, and policies, including but not limited to those related to economic development that may affect the Pueblo of Laguna.
- Participates in design phase of project development to ensure incorporation of community input and planning principles and best practices.
- Assists with development of policies that affect economic, land use and physical, and community development.
- Collaborates with the Pueblo's Geographic Information System to develop maps.
- Coordinates and facilitates meetings and workshops with Pueblo departments, entities and others as needed.
- Supports Pueblo departments and programs in strategic planning.
- Prepares and makes presentations to the Pueblo Council, village meetings, programs, the public, and other organizations.
- Attends Pueblo, regional, state and other meetings as delegated or selected.
- Strategically assesses potential sources of project funding and recommends appropriate funding applications.
- Assists with the development of proposals for outside funding; collaborates with the Pueblo's grant writer.
- Assists with the management of grants and contracts.
- Prepares and gives presentations to outside entities on the Pueblo of Laguna's planning.
- Creates graphic designs, renderings, and sketches for planning processes and presentations.
- Prepares formal correspondence.

- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort, accomplishing tasks and achieving results for the group as a whole.
- Consistently applies the Pueblo's Core Values to support Workforce Excellence.
- Performs other functions and duties as required.

Minimum Qualifications

A Master's Degree in community, urban, or regional planning or a related field is required. Three years of experience in economic development or administration of planning contracts is required. Experience working for a tribal government 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 Economic Development Planner is designated as a High Risk Public Trust (HRT) 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 economic development on tribal lands.
- Knowledge of one or more additional relevant planning specializations, such as capital improvement, comprehensive, land use, environment and natural resources, housing, transportation, education, health, and organizational strategic planning.
- Knowledge of information resources such as demographic data, including but not limited to U.S. decennial census, American Community Survey, and tribal enrollment records.
- Knowledge of principles and practice of community-based planning, including a range of community involvement techniques; ability to determine appropriate techniques for the Pueblo of Laguna.
- Knowledge of mapping and geographic data, including geographic information systems.
- Knowledge of tribal sovereignty and relationships with the federal government; knowledge of the Pueblo of Laguna, including its traditional form of government and customs.
- Skill in accurately defining and developing scopes of work for professional consultant contracts.
- Skills in managing consultant contracts.
- Skills in obtaining community input through in-person methods such as community meetings, focus groups, field tours, and interviews, and using techniques such as facilitation, active listening, visioning, design charrettes, and concept mapping.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Excellent written and verbal communication skills, in English and preferably also in the Laguna language.
- High level of ability to interact, maintain good working relationships with, and provide customer service to individuals of varying social and cultural backgrounds, including but not limited to Laguna village leadership and community members.

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- Ability to consistently and correctly apply writing techniques and principles of English grammar in the preparation of plans, reports, studies, correspondence, and other documents.
- Ability to collect, analyze, interpret, and apply statistical data and other information to various planning projects.
- Ability to lead public meetings and facilitate various types of workshops.
- Ability to prepare or guide the preparation of informational materials related to planning, including articles, handouts, displays, presentations, and social media posting.
- Ability to be persuasive and tactful in controversial situations.
- Ability to appropriately represent the Pueblo to the public.
- Ability to work on several projects or issues simultaneously, 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 individual and Pueblo information.
- Ability to follow verbal and written instructions.
- Skills, knowledge, and ability in Word, Excel, and PowerPoint required; ESRI ArcGIS, Adobe Creative Suite, and desktop publishing desirable.

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 POLEmployment@lagunapueblo-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 Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES