



**The Klamath Tribes**  
501 Chiloquin Blvd./P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
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**OPEN: 09/10/18**  
**CLOSE: 10/12/18**  
**OPEN UNTIL FILLED**

**EXEMPT X**  
**NON-EXEMPT**

**POSITION DESCRIPTION**

**POSITION:** **PLANNING DIRECTOR**

**RESPONSIBLE TO:** General Manager

**SALARY:**

GS-12 \$60,560 - \$78,728 Annual/Full Benefits  
GS-13 \$72,689 - \$93,617 Annual/Full Benefits  
GS-14 (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
**Planning Department**  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**INTRODUCTION**

The Planning Director, under the general policy direction from the General Manager, will provide management, leadership, supervision, and coordination for the Planning Department and staff. The Planning Director performs the overall planning, execution, and evaluation of Tribal programs and services within the department and completes work in compliance with Klamath Tribal and other applicable laws, policies, procedures, and regulations. This includes, but is not

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limited to the performance of Self-Monitoring activities and for the reporting of findings and recommendations to upper management.

The Planning Department is responsible for facilitation and administration of the Tribe's comprehensive plan, related development and land use ordinances and policies; department budget: development, monitoring, and control; community development; strategic planning; Self-Monitoring Activities; transportation planning; environmental reviews; development and maintenance of the Tribal Real Estate/Property Management System; Trust Services such as Fee-to-Trust procedures; and the oversight of Tribal land acquisition, disposal, rights-of-way, permits, leasing; and sales.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Exercise the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedules and priorities, and assign and review work. Ensure departmental work progress and address problem areas as they arise. Recommend employee status and other personnel changes, approve leave, evaluate performance, identify training needs, and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than adequate performance. Keep employees informed of management policies and goals.
2. Facilitate and oversee the development and implementation of the Klamath Tribes' comprehensive and strategic plan; coordinate and plan for land acquisition and land use, including the development of a land use plan and ordinance.
3. Develop, coordinate, prepare, and revise various plans and implementation strategies (including grants, contracts, and loan applications) for community development, land acquisition, land use, and for the overall Tribal development efforts which are designed to support the long-term self-sufficiency of the Klamath Tribes and Klamath Tribal members.
4. Coordinate and assist in the project planning and development of Tribal programs and economic and business development opportunities, including site planning and development, facilities planning and design, and identification of available funding sources.
5. Serve as the Internal Program Monitor (IPM) for Self-Monitoring Activities. The IPM will collaborate with Department Directors and provide technical assistance with self-monitoring activities and operations.
6. The IPM will conduct on-site assessments and review records relevant to program

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administration, including source documents and program guidelines. This monitoring system provides a mechanism that assists tribal programs to continuously improve services and achieve the best possible outcome.

7. The IPM will develop a Plan of Self-Monitoring activities and operation and submit to the Tribal Administrators for approval on an annual basis.
8. The IPM will develop a Self-Monitoring Annual Report that communicates the outcomes of the self-monitoring activities as written in the Annual Self-Monitoring Plan.
9. Launch initiative to secure funding resources and assist with maintaining current grants to support, develop, and maintain Tribal Planning Department.
10. Keep abreast and make recommendations regarding local land use matters that may affect the Klamath Tribes' rights and interests.
11. Maintain governmental, social, and economic data pertaining to the Tribes for use in the wide range of Klamath Tribes programmatic, social, and community planning activities.
12. Collaborate and coordinate with staff, Tribal committees, and government entities as appropriate throughout planning and implementation processes.
13. Conduct and coordinate research regarding all aspects of economic and social development efforts, to be used as input in various plans, implementation strategies, and other Tribal documents.
14. Plan, develop, implement, and monitor the programs within the Planning Department.
15. Manage existing grants, contracts, and MOU's under departmental supervision and seek alternate funding to support existing operations and/or new projects.
16. Ensure that departmental funds and accounts are properly secured and managed in accordance with Tribal and applicable policies and procedures.
17. Create, develop, implement, and promote innovative partnerships with appropriate local, state, and federal agencies.
18. Prepare annual budgets and plans for programs within the department. Review and monitor program expenditures to ensure established budgetary constraints are maintained.
19. Ensure clear and effective policy and regulatory administration and compliance

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procedures.

20. Prepare, present, and submit applications, data, and reports to granting agencies in coordination with Tribal Departments and staff.
21. Work closely with the General Manager, and as appropriate the Tribal Council, staff, Tribal advisory committees, federal and non-federal agencies and organizations, Tribal members, and the general public.
22. Ensure that the General Manager has the information and assistance necessary to assess or respond to the actions or decisions of the Tribal Council and other public, private, or special interest groups whose acts may affect the rights, interests, or opportunities of the Tribes.
23. Keep the General Manager informed of Planning issues and priorities. Provide monthly and quarterly reports, as directed.
24. Develop short-term and long-term goals and objectives for department programs. Develop and implement work plans and procedures regarding those goals.
25. Develop and maintain records and prepare reports and documents related to departmental programs and activities.
26. Implement, supervise, and evaluate special, short-term projects, as assigned.
27. Other duties as assigned.

### **SUPERVISORY CONTROLS**

The General Manager outlines the overall Tribal and/or program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

The Planning Director supervises the professional and support staff of the Planning Department.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge and understanding of the Klamath Tribes' government organization, functions, policies, goals, priorities, and operating programs.

Considerable knowledge of theories, practices, and principles as they apply to government planning, , community development, data collection and analysis, land use, realty issues, and transportation.

Knowledge and understanding of self-monitoring activities to promote self-sufficiency by administering a responsible system of internal financial and management controls designed to minimize potential fraud, waste, or mismanagement.

Ability to establish and maintain effective and cooperative working relationships with Tribal staff; elected Tribal officials; Federal, state, county, and local agency representatives; contractors; Tribal members; and the general public.

Management skills in policy formulation, program development, staff direction and training, development of organizational plans, and the effective accomplishment of programs.

Excellent communication skills. Ability to prepare written as well as present oral reports in a clear and concise manner.

Good organizational and planning skills. Ability to meet deadlines and manage budgetary processes within established guidelines.

Ability, knowledge, and skill to prepare and administer Tribal budgets, provide financial guidance and assistance, and administer contracts in accordance with established policies, rules, and regulations.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

Must be willing to participate in meetings within the organization as well as with outside agencies. Position will also require occasional travel to attend meetings, trainings and conferences outside of the area.

## **QUALIFICATIONS, EXPERIENCE, AND EDUCATION**

- BA/BS Degree in Business Administration, Planning, Economics, and three years of

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demonstrated planning experience or combination of education and experience equal to 7 years in planning or administration of a local, tribal, or state community program, **REQUIRED.** *(Copy of degree or transcripts must be submitted with application to be considered.)*

- Certification with the American Institute of Certified Planners (AICP), preferred.
- Minimum of (3) years fiscal management/budgeting experience, **REQUIRED.**
- Minimum of three (3) years supervisory experience, **REQUIRED.**
- Positive work experience with Native Americans, preferred.
- Must submit to and clear an alcohol/drug screen test and random testing as per policy, **REQUIRED.** *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED.** *(Copy of valid ODL must be submitted with application. Non-Oregon residents must submit a copy of valid Driver's License along with a current DMV report from the licensing state showing they meet the driving record requirements. Additionally, an Oregon Driver's License must be obtained within the probationary period of employment.)*
- Must submit to a background and character investigation, as per tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED.** *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters, **REQUIRED.**

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit proof of Indian Preference with application.)*

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## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCEDURES**

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian and Tribal Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian and Tribal Preference".

Applications will not be returned.