



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 04/06/23
CLOSE: Until
Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: PLANNING SPECIALIST

RESPONSIBLE TO: Planning Director

SALARY: Step Range: 19-35; Annual/Full Benefits
Salary Range: \$46,919 - \$75,291
Hourly Range: \$22.56 - \$35.14

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: 133 1st Street
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

This position is an overall support position in the Klamath Tribes' Planning Department. The position will provide a variety of planning and administrative activities to assist the Klamath Tribes Planning Department in achieving its organizational goals & objectives. The Planning Specialist is responsible for providing technical assistance with the Planning Department programs, functions, services, and activities. Tasks will be accomplished through collaboration with other program staff members within the Planning Department as assigned. Incumbent must be able to work with minimal supervision and will be responsible for accurate and efficient work flow in accordance to department policies and standards.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist in the planning and development of a variety of Planning Department programs and core functions.
2. Assist in maintaining and securing supply source catalogs, needed program supplies, publications and services as directed.

3. Assist with the development of Planning Department standard operating procedures in association with department programs and functions.
4. Perform research as necessary for technical, administrative and financial support for all Planning Department program functions and assigned projects.
5. Coordinate, as necessary, with other Tribal staff, Tribal representatives, external Tribal entities, outside agencies and the public associated to assigned Department program functions and projects.
6. Assist in preparing administrative/program reports, BIA Quarterly Reports, memoranda, presentations, and other office documents in support of Department program functions and projects.
7. Coordinate meetings and information sharing platforms for a variety of Tribal entities, Tribal Departments, outside Agencies, and Contractors.
8. Assist with managing vendor accounts necessary to the independent operational expenses of the Planning/Road Maintenance Building.
9. Collect, record, and route incoming mail. Locate and attach appropriate file, vendor, applicant or client, to correspondence for review by appropriate departmental staff.
10. Organize and maintain effective filing and electronic data base system for all Planning Programs and projects.
11. Assist with National Environmental Policy Act (NEPA) pre-planning tasks associated with project development on Tribal land.
12. Assist in developing comprehensive technical documents that will be utilized to comply with current grant compliance reporting requirements, Tribal project support and/or approval, and future grant applications.
13. Assist in procuring outside contractors with the development and solicitation of Request for Proposals (RFP's), Request for Quotes (RFQ), Cost Estimate Analysis. Invitation for Bid (IFB), Indefinite Delivery –Indefinite Quantity Contracts, and Personal Service Contracts.
14. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Planning Department Director is the immediate supervisor of the Planning Specialist and will assign, monitor, and evaluate the quality of all work done.

The supervisor provides instructions as to assignments, time frames and priorities. The supervisor, and the employee, in consultation, determine the target dates and the resources required. The employee keeps the supervisor informed of progress, unanticipated resource needs and issues likely to impact other organizational units. Recommendations are reviewed from the standpoint of the feasibility and compatibility with related projects. Overall accomplishment is reviewed in terms of effectiveness in meeting requirements, completion within projected time frames and acceptable methodology.

KNOWLEDGE, SKILLS, ABILITIES

Basic knowledge of the Klamath Tribes Administrative structure and their operational policies & procedure.

Ability to work independently. The person in this position should be able to accomplish tasks with little or no supervision in accordance with the established policies, practices and priorities of the office. This includes the ability to plan and organize work utilizing one's own initiative and seek information and assistance from other sources when necessary.

Ability to function effectively under pressure of time and/or demands of several tasks at once by efficiently planning, organizing and prioritizing.

Ability to complete documents through outline, draft and packaging final publication stages.

Ability to work cooperatively with Tribal staff, Tribal representatives and external entities, agencies and the public in performing assigned department functions and projects.

Demonstrated ability to communicate orally and in writing. The person in this position should be able to express himself/herself effectively and in a clear and precise manner for a variety of purposes including correspondence, reports, instructions, etc., as well as for obtaining information or conveying messages between the Supervisor and other staff in the Planning office.

Good public relations and interpersonal relationship skills. This is the ability to meet and deal with a variety of individuals exercising tact, diplomacy and mature judgment.

Demonstrated basic knowledge, skills, and the ability to utilize computers, word processing, database and spreadsheet, mapping software, desktop publishing and software applications.

Perform high level research on both internal and external development projects that potentially have significant impacts on the Tribes Cultural, Spiritual, and Treaty Resources.

Maintain above average knowledge of the National Environment Protection Act and the different procedures and processes associated with receiving final approval from the Bureau of Indian Affairs.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have relevant work experience or training.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have at least three years of applicable experience.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept 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.

Preferred Qualifications:

- Business Management Degree or other equivalent degree or training certification.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (Must submit tribal documentation with application to qualify for Indian Preference).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 job 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 PROCEDURE

Submit The Klamath Tribes *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 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 Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)