

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Tribal Planner/Grant Manager
Department: Central Administration Department
Hourly Rate: Depending On Qualifications **Full Time: 40Hrs/Week**
Exempt: Yes/Salaried
Supervisor: Tribal Operations

Posting Date: In-House
Opens: September 2nd, 2021
Closes: September 9th, 2021
Posting Date: PUBLIC
Opens: September 10th, 2021
Closes: October 1st, 2021 at 4:30 pm



Posting Date: PUBLIC

Opens: October 11, 2021

Closes: Open Until Filled

Summary: The Tribal Planner/Grant Manager will coordinate and assist programs and services in developing program/community infrastructure, developing & maintaining land use assignments and conducting short and long term strategic plan for the development of the community. Incumbent will research, plan and coordinate projects involving but not limited to studies & planning in the areas of land use, zoning, transportation, water & sewer, housing, utilities, solid waste & recycling, economic development, fiber optic/telecommunications and other infrastructure within the community, in conjunction with all Tribal Departments, program personnel, membership and elected leadership. This is a leadership position responsible for providing recommendations to the Tribal Operations Manager, Executive Director and Tribal Council regarding community, infrastructure & economic development and funding opportunities.

Essential Duties and Responsibilities include the following.

- Will plan and implement program/community development activities for the Bad River Band of Lake Superior Tribe of Chippewa Indians.
- Will identify community/economic development projects and coordinate all organizational grant writing activities with Tribal Programs, Department Heads and Central Administration functions.
- Assist Tribal Personnel in preparing long and short-term goals and objectives.
- Provide technical advisory assistance including review of grant applications.
- Will accomplish necessary community outreach and public involvement.
- Will develop short (3-5 year) and long (5-15year) term community development plans.
- Will utilize an annual work plan and methodology to set and achieve targeted timeline goals.
- Will streamline & assure that departmental plans & goals contribute to the Tribe's strategic plan.
- Will monitor State and Federal legislation which may potentially impact Tribal government.
- Will attend all meetings required to accomplish duties & obtain community and departmental input, including attendance at all Tribal Council meetings.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative to the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Bachelor's Degree in Rural or Regional Planning; Business or Public Administration; or Geography. A minimum of three (3) years professional work experience in rural or regional planning/community development required. Knowledge of theory and practices of comprehensive planning, research methodology and its application to planning problems and principles of government organization and administration. Must possess ability to plan, organize and complete complex research projects; ability to analyze research results and present them effectively in oral, written and graphic form to various groups. A minimum of two (2) years supervising, planning, organizing, coordinating, assigning and evaluating the work of department staff, as well as providing guidance and training as needed. Basic knowledge of local, State, and Federal laws and regulations as they pertain to Tribal Government. Must be able to work independently or in a team environment, and in properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must have strong group facilitation skills for use with workgroups. Position requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and/or the membership & leadership, on how to apply procedures and standards to specific situations. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect, and be mutually supportive with co-workers.

Preferred:

Master's Degree in above or related fields. American Planning Association Certified. Skills & experience with AutoCAD, GIS based software. Previous work experience in Tribal Community Planning.

Required Eligibility:

Driving:

This is a required driver position. Must hold and submit a valid Wisconsin driver's license, reliable vehicle with state required minimum liability insurance and meet the criteria to be placed on the Bad River Indian Tribe's approved required drivers list. Must be able to travel.

Background Check:

This position is required to pass a background check. This position requires a regular background check, and for eligibility to meet driver requirements.

Other Required Knowledge, Skills, Abilities, Aptitudes (KSAs):

Supervisory:

- Supervision of Grant Writers, two (2) direct reports - daily duties, project management, organizational grant writing focus.
- Supervision of Geographic Information System (GIS) Specialist
- Requires the ability to exercise judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.
- Ability to motivate, train, and work effectively with others.
- Must be able to maintain strict confidentiality.

Administrative:

- Develop department and program budgets in accordance with established policies, directives and guidelines; properly submits budgets for review and/or approval.
- Requires the ability to perform mid to upper level data analysis, including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires ability to implement decisions based on such data, and overseeing the execution of these decisions.

Language, Communication & Computer:

- Excellent oral and written communication skills required.
- Ability to write and present formal & technical reports, working papers and correspondence.
- Experience with computers and current software applications. Knowledge of techniques required in the preparation of maps, charts, sketches and complex graphic presentations.

Reasoning Ability:

- Ability to develop alternative solutions or plans and proposals.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sedentary work, with some walking, bending, stooping, and standing required. Occasional lifting up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov