SWINOMISH INDIAN
TRIBAL COMMUNITY
11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

# JOB DESCRIPTION

## Planning Director

**POSITION SUMMARY:** Under administrative direction, provide leadership, supervision, and coordination for the Planning and Community Development Department and department staff, including responsibility for facilitation and administration of the Tribe's Comprehensive Plan and related development and land use ordinances and policies. Consistent with Tribal goals, policies, and direction, plan and implement community and economic development projects and activities, and provide liaison with outside jurisdictions, agencies, and other entities in coordination of planning and development activities within Swinomish Indian Country.

**JOB DUTIES:**

- Accountable for the development, updating, and implementation of the Tribe's comprehensive plan, including subordinate plans and elements such as capital facilities, community development, transportation, forest management, and related codes, regulations, and policies.
- Under guidance from established Tribal goals, policies, committees, and leadership, provide direct facilitation, oversight, and implementation of proposed community development and capital facilities objectives, projects, and activities, including preparation of project elements, budgets, and schedules, and coordination with other critical departments and services on implementation of project objectives and activities.
- Provide direction for the development, coordination, and administration of the Tribe's permitting program, including oversight of applicable building, development, and land use codes and coordination with environmental, utility, and other integral related codes; oversee implementation and administration of the permit management system.
- Oversee administration, implementation, and updating of the Tribe's Forest Management Plan, including oversight of scheduling and performance of ongoing forest management and maintenance activities, oversight of forestry consultants and staff in timber harvest plans, forest monitoring and inventory, and facilitating periodic plan updates as needed.
- Direct and supervise professional planners and staff in carrying out tasks associated with general and specific program activities within the department; review and provide oversight on department communications, reports, and documents.
- Solicit, recommend, and provide for management of contracts for professional consulting and other services, including administration and oversight of contract terms, compliance, budgets, and financial management.
- Responsible for administration and oversight of department grants and contracts, including preparation, monitoring, performance, and compliance.
- Responsible for preparation and administration of department recurring and capital budgets.

- Provide direct support to Tribal planning and development committees as delegated, and administer planning and development duties in a professional manner while dealing with controversial issues.
- Work effectively with other department directors and staff to achieve Tribal goals.
- Interact with and provide guidance to the public on matters pertaining to department activities and provide oversight on public functions of the department.
- Attend various meetings and conferences representing the Tribe.

## QUALIFICATIONS:

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## WORK ENVIRONMENT AND TIME COMMITMENT:

- Work is performed primarily indoors with occasional outside visits as required.
- 40 hours per week

## EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

### APPLICATION INSTRUCTIONS

- Request an Swinomish Tribal Community application by calling (360) 466-1216 or e-mail to aiedwards@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **Do not write "see resume" on the application.**
- Return cover letter, resume, and application to the Human Resource office.

**Swinomish Tribal Community**
**Personnel Office**
**11404 Moorage Way**
**LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.