YUROK TRIBE-JOB DESCRIPTION
Planning Director

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Planning Director</th>
<th>Job Grade</th>
<th>11/12</th>
</tr>
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<tbody>
<tr>
<td>Department</td>
<td>Planning</td>
<td>Location</td>
<td>Weitchpec, Klamath</td>
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<td>Reports To:</td>
<td>Executive Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range
$65,540.80-$85,515.88/$77,584-$101,229.52

POSITION SUMMARY:

Under the general supervision of the Executive Director the incumbent is responsible for coordination of overall tribal/organizational planning, research and evaluation and new program development. The Planning Director will furnish advice and assistance to the tribal governing body, the Executive Director and department directors in the development and implementation of programs and services designed to meet the needs of the tribal organization and the tribal community. The Planning Director will coordinate the development of the tribe’s annual activity plan, including identification of short and long term goals and objectives and the strategies necessary for their accomplishment. Identify sources of funds to implement planned strategies and develop grant proposals/applications/contracts as necessary.

DUTIES AND RESPONSIBILITIES:

1. Develops, designs and creates program models and action plans which can address prioritized areas for action.
2. Provides technical assistance and training to staff in the development of grant proposals, implementation strategies and mobilization of resources.
3. Conducts analytical studies for use in policy development, program planning and program evaluation.
4. Assists with the development and coordination of internal information and reporting systems, monitoring systems, or any procedures necessary for effective evaluation.
5. Prepares necessary reports, concept models, research studies or data summaries.
6. Interpret program regulations for staff and the Council, assure that programs are in compliance with federal, state and local laws and guidelines.

SUPERVISORY RESPONSIBILITIES:

Performs a full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, capability of employee. Develops work performance plans and evaluates performance of subordinates. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

MINIMUM QUALIFICATIONS:

1. A broad basic knowledge of:
   ▪ Program development
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- Organization and evaluation methods and practices
- Administrative and budgetary analysis principles and procedures
- Research techniques used in studying service delivery program models
- Federal and state funding programs and their requirements to include but not be limited to the Bureau of Indian Affairs, Department of Housing and Urban Development, Economic Development Administration, Environmental Protection Agency and the Department of Health and Human Services.
- The objectives and methods of community development work.

2. The ability to:
   - Gather, analyze and evaluate fact and prepare concise and informative reports.
   - Speak and write effectively.
   - Establish and maintain cooperative and effective relationships with co-workers, the tribal council, the tribal community and representatives from other agencies and organizations.

3. Must have a valid driver’s license.

EDUCATION/EXPERIENCE:

Bachelors degree in Business, Public Administration or related field plus seven years experience or more involving planning and/or operational responsibilities for a tribal organization or publicly funded human service delivery program, at least one year of which shall have been at a supervisory or administrative level.

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full time experience equals to one year of college).

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must have a valid state issued driver’s license (CA or OR) and be insurable on the Tribe’s insurance policy.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form with ability to deal with problems involving several concrete variables in standardized situations and/or the ability to think “on the fly” using situational awareness.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds, have stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field.

8. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_____________________________  _____________________  ______________
Employee Signature           Date                           Employee #

_________________________________________________
Supervisor Signature                  Date