

JOB VACANCY ANNOUNCEMENT

To'Nanees'Dizi Local Government

PLANNER

Opening Date: December 01, 2025

Closing Date: Open Until Filled

ROP: \$22.56/hour

Hours: 40 Hour/week (Mon-Fri)

DUTIES AND RESPONSIBILITIES:

- Performs professional planning work of considerable difficulty in a leadership capacity
- Actively participates in review and planning of chapter projects
- Performs in-depth research analysis and interpretation of data to ensure the viability and scope of projects
- Coordinates with other professional staff for project completion
- Develop, evaluate and implement contracts
- Conducts strategic planning work sessions for staff, trainings and develop agreement (MOU/MOA)
- Formulates, defines, clarifies, interprets, recommends, monitors and enforces policies and implementation processes and procedures for community development, comprehensive land use plan revision (housing development, utilities, population, solid waste management, thoroughfare and other environmental barriers)
- Assist in regional planning activities, securing funding sources for projects, project proposal development, project procurement activities
- Provide guidance, training and direction for chapter personnel, Planning and Zoning Committee Members and Chapter Officials in compliance with generally accepted professional planning practices, the Five Management System Policies and Procedures, Local Governance Act, comprehensive land use planning ordinances, sustainable land management, sustainable building practices and other applicable best practices, policies, regulations and laws
- Provide advisement to the chapter annual budget development by recommending budget goals, objectives, and performance measures

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of Federal, State, Navajo Nation laws, rules and regulations and guidelines relative to planning concepts, principles, techniques and practices of community planning.
- Knowledge of the implication of economic, population and sociological trends on community planning.
- Knowledge of social, economic, and political makeup of the Navajo Nation.
- Knowledge of planning elements involving geographical studies, political science, engineering architecture, public administration, and statistical methods.
- Knowledge of data gathering and research techniques.
- Knowledge of computer operations, etc.
- Skill in graphic instructions such as blueprints, layouts, base maps, or other visual aids.
- Skill in comprehending and making inferences from written materials such as census data, surveys, previously completed studies, or government document reports.
- Skill in establishing and maintaining an effective working relationship with others.
- Ability to problem solve, review and analyze information to accomplish a task.
- Ability to work collectively with local resources, departments, programs State/Federal/Navajo Nation.
- Ability to follow directions and conduct themselves in a professional manner.

QUALIFICATIONS:

- A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related field; and two (2) years of experience in urban and regional planning; or an equivalent combination of education and experience.
- In compliance with Navajo Preference in Employment Act and Veterans Preference Act.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Will be required to attend a substantial number of evening and or weekend meetings, and/or staff meeting; provide training for chapter personnel and chapter officials on planning and LGA related topics.
- May be required to address some planning issues involving Navajo Nation Council Oversight Committees, Navajo Nation Department of Justice, Office of the President and Vice President and Administrative Service Center.
- May be required to provide oral and or written reports at regularly duly called meetings.
- Experience hosting meetings, public speaking, and professional presentations.
- Will work beyond your regular tour of duty.
- Obtain a Navajo Nation Operator's Permit.
- Work Irregular Hours – including after 5pm, Holidays, and on weekends
- Expect to work during the Western Navajo Fair and other Chapter Events.

The To'Nanees'Dizi Local Government gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act and Veterans Preference Act.

Pick up applications at the To'Nanees'Dizi Local Government.

Any questions, please call 928-283-3284.

TO'NANEES'DIZI LOCAL GOVERNMENT
P.O. Box 727
Tuba City, Arizona 86045

Employment Application Checklist

Name: _____ Date: _____

1. _____ To'Nanees'Dizi Local Government Employment Application
 - a. Be sure to sign and date the form
 - b. **Complete form with all required dates and relevant information to receive credit.**
2. _____ Certificate of Indian Blood
3. _____ Signed Social Security Card
4. _____ Navajo Nation Voter Registration Card
5. _____ Valid Driver License, Identification Card, NN Drivers Permit
6. _____ Copies of Diplomas, Degrees, Transcripts, Certificates
7. _____ DD-214 – For Veterans Preference (If applicable)

REMINDER:

- Review the Job Vacancy Announcement for the Position you are applying for to ensure all required documents are attached to meet the Minimum Qualifications and the Special Requirements.
- Faxed or emailed applications will not be accepted.
- Submit all documents prior to due date and time as indicated on the Job Vacancy Announcement.