



Picayune Rancheria  
of  
**CHUKCHANSI INDIANS**  
49260 Chapel Hill, PO Box 2226 \* Oakhurst, CA 93644 \* (559) 412-5590

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**POSITION DESCRIPTION – TRIBAL PLANNER**

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**Reports To:** Tribal Administrator

**Department:** Administration/Transportation

**Status:** Non-Exempt

**Salary Range:** \$25.00/DOE

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**POSITION SUMMARY:** The Tribal Planner will contribute to developing comprehensive strategic plans; land-use and community development plans; including transportation planning, and organizational planning and evaluation.

**JOB DUTIES:**

- Assists and coordinates with the Tribal Council, Tribal Departments, and community members.
- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of development proposals and site plans.
- Prepares and presents detailed reports on development proposals to the PRCI Tribal Council and Administration.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information and land use.
- Evaluates or assists in the evaluation of site plans and other proposals.
- Acts as liaison between the Tribal Government and other government agencies, developers and elected officials in developing community comprehensive plans and transportation plans.
- Coordinates Tribal Government and community review of development projects.
- Develops and/or updates the Tribal transportation plans and programs.
- Performs public outreach informing Tribal members of the existing conditions of the transportation system and identifies community transportation issues.
- Develops and maintains inventory of Tribal roads as required by the U.S Department of Transportation (USDOT) Federal Highways Administration (FHWA) Tribal Transportation Program (TTP).
- Develops and updates the Transportation Improvement Plan (TIP) and the Statewide Transportation Improvement Program (STIP).
- Applies for various transportation grants from funding programs such as the USDOT Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP).
- Coordinates with the Bureau of Indian Affairs (BIA) Office of Indian Services (OIS) - Division of Transportation and the USDOT Federal Highway Administration (FHWA) to update the Road Inventory



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- Field Data System (RIFDS) and TTP strip maps, and obtains the necessary approvals so projects may be programmed, funded, and constructed on schedule.
- Coordinates and conducts traffic surveys to obtain data for traffic volume, composition of traffic, and current uses of the road systems in cooperation with other agencies including BIA OIS – Division of Transportation, Cal Trans, and Madera, Mariposa, and Fresno counties.
- Coordinates reservation transportation plans and programs with the Federal, State and other transportation programs.
- Travels to works sites to gather data, perform field investigations or surveys, and provide construction oversight of contractors.
- Develops written reports on behalf of the Tribe for submittal to Federal, State and other agencies, as required by Federal or State transportation legislation, contracts, and grants.
- Actively participates with local governments, State and Federal agencies to seek funds that will benefit the PRCI.
- Participates in planning meetings and conferences as directed.
- Develops and writes the Scopes of Work (SOW) for the selection of design and engineering services specific to community development projects, roads, multi-use pedestrian trails, and other development projects.
- Schedules and supervises road maintenance personnel on road repairs and maintenance priorities.
- Obtains and reviews quotes for road maintenance equipment and orders equipment and supplies for road maintenance.
- Actively coordinates and reviews bid specifications, contract documents, and supporting information for community development, road construction, and other projects.
- Conducts bid evaluations and provides recommendations for the procurement of design and construction services for community development, roads, multi-use pedestrian trail, and other projects according to the PRCI Tribal Procurement Policy.
- Develops, writes, and coordinates grant and funding applications through the Federal and State Agencies.
- Actively coordinates and manages program budgets to ensure ongoing revenue and expenditures are accurately charged according to Federal regulations.
- Create and maintain budget management spreadsheets for all projects.
- Assists in resolving community member issues.
- Oversees the work of consultants and interns.
- Conducts community surveys, field evaluations and assessments.
- Attends substantial number of evening and weekend meetings.

### **KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:**

- Oral communication and interpersonal skills to explain rules and procedures clearly to the community.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans to determine compliance with regulations and to apply



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regulations to field conditions.

- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind
- Working knowledge of Federal laws relating to the Tribal Transportation Program (TTP), Public Law 93- 638 and other related federal and state transportation regulations.
- Knowledgeable of civil engineering, roadway design, roadway construction, and construction management.
- Knowledgeable of, and ability to use, computer aided drafting/GIS software related to transportation planning, road inventory and other applications required for general transportation planning work.
- Knowledge of Federal and State grant funding sources for transportation needs.
- Knowledge of Federal and State environmental (NEPA) regulations.
- Knowledge of Federal Trust Land Regulations with an emphasis on Right-of-Way (ROW) acquisition.
- Must have a valid driver's license with the ability to meet PRCI insurance standards in order to drive tribal vehicles.
- Ability to understand and carry out written and oral instructions.
- Ability to communicate effectively in the English language, both orally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to respond to and remain calm in emergency or crisis situations.

### **PREFERRED KNOWLEDGE:**

- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in transportation planning, urban planning, engineering, architecture, public policy, project management, business or related field of study.
- Three (3) years of planning experience with municipal, regional or tribal agencies. Experience working with tribal governments is preferred.
- Indian Reservation - Road Inventory Field Data Systems (RIFDS) Security Clearance or



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eligible to receive clearance.

- Knowledge of the Bureau of Indian Affairs (BIA) and the intergovernmental relationship with American Indian/Alaska Native Tribes.
- Valid Driver's License with ability to meet the PRCI's liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check;
- Must be able to comply with the PRCI Drug Free Workplace policies;
- Ability to pass a drug test.

**PHYSICAL DEMANDS:**

- Stand and walk for up to 8 hours per day.
- Talk, hear, stoop, bend, kneel, climb, handle objects with hands, and carry equipment and supplies.
- Position may require lifting up to 50 lbs.

**WORK ENVIRONMENT**

- Work is performed in indoor and outdoor environments.
- Exposure to natural weather conditions may occur while performing outdoor duties.
- Evening and/or weekend work may be required.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**APPLICATION:**

To apply, please submit cover letter and resume to the Human Resources Department via email: [daguayo@chukchansi-nsn.gov](mailto:daguayo@chukchansi-nsn.gov)

**TRIBAL MEMBER PREFERENCE. IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE CANDIDATES.**

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(Approval Signature)

\_\_\_\_\_  
(Date)

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(Employee Signature)

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(Date)