

PERSONNEL



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Vacancy Announcement

POSITION: Director
DEPARTMENT: Planning and Development Department
LOCATION: Concho, OK
ISSUE: April 5, 2022 **CLOSING:** Until Filled

GENERAL DESCRIPTION:

Under the direct supervision of the Executive Director of the Department of Administration, the incumbent will plan, organize, and direct the Cheyenne and Arapaho Tribes' Planning and Development programs and services.

The incumbent will be responsible for planning, organizing, and accomplishing community projects such as renovations to current structures and building of new structures or projects, administering community development activities, and coordinating the implementation of public facility improvements, public works, and other related projects.

DESCRIPTION OF DUTIES:

This list is intended to demonstrate a variety of duties that may be performed. Should specific statements be omitted, it does not exclude them from the position if the work is related to the position.

- Plans, organizes, controls, and evaluates the work of the Planning and Community Development Program and staff to develop, implement and monitor long-term plans, goals, and objectives focused on priorities established by the Tribes' leadership.
- Provides motivational leadership to develop and retain a highly competent, public service oriented staff through training and day-to-day management practices that support the program's mission statement.
- Represents the Tribes and the program in community meetings; informs and advises these groups on local and regional community development, environmental and infrastructure planning issues.
- Ensures the timely preparation of projects for presentation to committees, commissions, and tribal leadership.
- Represents the program, and other tribal programs as needed, in the legislative process.
- Oversees the development or revision of the program's codes, regulations, plans, policies and functions for appointed boards, tribal members and the general public.
- Assembles the necessary external consulting resources to resolve a broad range of issues in current planning, advance planning, capital improvement projects and code enforcement programs.

- Oversees the preparation of new tribal ordinances and the amendment of existing ordinances and codes; ensures conformance to plans through code enforcement strategies; provides for appropriate protection of the Tribes' natural resources and the preservation of the tribal land base.
- Oversees multiple capital improvement projects; coordinates program project activities with other programs, retained engineers, and outside agencies and utilities.
- Monitors compliance with national and statewide developments in planning, economic and community development matters.

QUALIFICATIONS AND COMPETENCIES:

- Knowledge of theory, principles, practices and techniques of community development planning, building, inspection, code enforcement, and related community development services; applicable federal, state and local laws, codes, and regulations governing the administration of planning and community development; principles and practices of public administration including budgeting and purchasing.
- Ability to plan, direct and integrate broad, comprehensive planning and community development services.
- Ability to analyze complex planning and community development issues and problems.
- Ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- Ability to present proposals and recommendations clearly and logically in a public setting.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationships with commissions, boards, tribal officials, developers, and any others encountered in the course of the work.
- Ability to work outside normal working hours and commits to long hours of work when necessary to reach goals or deadlines, including travel and training.
- Tribal Preference.

REQUIREMENTS:

Bachelor Degree from a four-year college or university with major course work in public or business administration, city or regional planning, law, or a closely related field; and at least eight years of progressively responsible management and administration experience in municipal planning and development, at least three of which were at a managerial level. Master's Degree preferred with major closely related to job position. A valid Class C Oklahoma driver's license is required.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

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To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov