

Sisseton-Wahpeton Oyate

Job Description

Job Title: Planning Director

Under direction of the Tribal Chairman, administers specified planning activities including complex professional planning activities, such as serving as project manager for complex development and land use applications; provides professional information and assistance to the Chairman, the Reservation Planning Commission, the Tribal Council, developers, contractors and the general public; performs a variety of studies and prepares and presents staff reports; serves on review committees; and performs related work as required.

Class Characteristics: Senior Level Planner

Successful performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other Tribal departments and public agencies including responsibility for overall planning functions and for developing, implementing and interpreting public policy.

Examples of Key Duties: (Duties are illustrative and not inclusive and may vary with individual assignment.)

- Prepares/Reviews applications for residential, commercial and industrial development; evaluates alternatives and conformance with Tribal policies, ordinances, Tribal Master Plan and State and Federal laws; prepares and presents staff reports to the Reservation Planning Commission and Tribe Council regarding such applications.
- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and making recommendations; manages consultant contacts including determining scope of work and budgets, tracking budgets and approving contract payments.
- Supervises professional, technical and support staff, including determining workloads and schedules, developing and interpreting policies and procedures, effectively evaluating staff performance and making hiring and termination recommendations.
- Updates and creates long-range planning documents such as the Tribe's Master Plan and other assigned plans; prepares modifications to specific Master Plan elements.

- Reviews applications for Zoning variances and other occupancies for conformance to applicable ordinances and policies.
- Coordinates and assists in the drafting of written project analysis including identifying appropriate land use policy, design issues and environmental requirements; makes recommendations for action.
- Serves as staff liaison for review boards, ad-hoc committees and elected officials, including providing technical advice and giving presentations.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Coordinates site inspections, including determining if projects are in compliance with laws, regulations and ordinances, makes recommendations on changes.
- Performs other duties of a similar nature or level.

Qualifications:

Education and Experience:

- Bachelor's Degree in Business or related field, a Master's Degree is preferred.
- Major course work in Urban and Regional Planning, Architecture and/or Civil Engineering; or a field related to the area of assignment.
- Minimum of five years of direct Planning and Economic Development experience.
- Recommend up to six years of related experience; three years of Project Management.

Licenses:

At the option of the Tribe, persons hired into this class may be required either to possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training related to the area of assignment. Must possess and maintain a valid South Dakota driver's license and a satisfactory driving record.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the Tribe and away from the Tribe and to inspect various work, building or construction sites; strength to lift and carry

materials and equipment up to 25 pounds, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio.

Knowledge/Skills Required

- Principles, practices and procedures related to tribal/rural and regional planning and zoning administration, including applicable laws and regulations;
- Comprehensive plans and current planning and the development process; Computer applications related to the work
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; Principles and practices of effective supervision;
- Project management techniques; and
- Techniques for effectively representing the Tribe with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the general public.

Planning Provides a Vision for the Community Today — and What We Want Our Community to Be in the Future

The goal of planning is to maximize the health, safety, and economic well-being for all residents. This involves thinking about how we can move around our community, the businesses and attractions in our community, where we want to live, and opportunities for recreation. Most of all, planning helps create communities of lasting value.

While architects often focus on a single building, a planner's job is to work with residents and elected officials to guide the layout of an entire community or region. Planners take a broad viewpoint and look at how the pieces of a community — buildings, roads, and parks — fit together like pieces of a puzzle. Planners then make recommendations on how the community should proceed. One of the greatest challenges for planners is to imagine what can and should happen to a community: how it should grow and change, and what it should offer residents 10, 15, or even 20 years into the future.

—American Planning Association

Approved by  Date 8-30-19