



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

***Depending on qualifications, the successful candidate will be appointed at either a Senior Planner or Associate Planner.**

JOB TITLE: Senior Planner / Associate Planner

DEPARTMENT: Planning & Community Development

POSITION SUMMARY:

Under general supervision of the Planning Manager, this position performs entry-senior level professional planning, land use, and technical work by interpreting and implementation of the Zoning Ordinance, Shorelines and Sensitive Areas Ordinance, Land Clearing Activities, the Tribal Environmental Policy Act and other relevant Tribal codes and plans. The Senior Planner / Associate Planner administers environmental review of development activities and performs other related work as assigned. The Senior Planner / Associate Planner interacts with the public, other tribal departments, state and federal agencies regarding land use, zoning, environmental, code and permitting issues and activities, ensuring consistency in compliance with requirements. Major emphasis is placed on excellent customer service, working in a team environment, and the ability to work effectively on multiple projects and project deadlines.

This position reports to and is directly supervised by the Planning Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Programmatic duties include Planning and directing environmental compliance activities including: environmental permits and reviews, and response to violations in accordance with Tribal environmental laws and policies including TEPA, Shorelines and Sensitive Areas, Land Clearing, On-site septic, Stormwater, and Air Quality regulations. Coordinates with Planning Manager on permitting and violation issues subject to the review of the Planning Director.
- Develops drafts and revisions for Tribal environmental codes and policies; provides comments, in coordination with others, on policy and regulatory issues affecting the Tribe, as assigned by the Planning Manager.
- Prepares reports and conducts environmental review under TEPA and NEPA for the department and review other agencies environmental assessments; formulates, prepares and circulates environmental impact statements; evaluates and prepares environmental threshold determinations for non-exempt

proposals; reviews and comments on environmental assessments and threshold determinations prepared by other departments or agencies; provides written and oral interpretations of applicable environmental ordinances and policies as necessary.

- Review land use and permit applications for compliance with tribal regulations.
- Reviews plans, regulations, and other proposals prepared by other agencies and jurisdictions.
- Reviews and approves the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Provide assistance and information to the public, and answer inquiries on environment, land use and permit applications and regulations, work with applicants to resolve application and compliance issues.
- Assist with preparations for public meetings and hearings, including public notices, press releases and notices to affected property owners, and assist with staff support to the Planning Commission.
- Identifies code deficiencies or needed amendments; researches, analyzes, drafts, and recommends amendments to tribal codes and guidelines.
- Assist with code enforcement, investigation of complaints, and recommend corrective actions.
- Assist with activities as assigned related to proposed or ongoing grant projects and applications.
- Perform data research and analysis tasks as assigned in areas of professional knowledge.
- Assist with analysis, revision, and assembly of updates to tribal community plans, and related land use planning documents.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Ability to attend meetings and make oral presentations to various internal or external groups for advice, consensus, and/or approval.
- Experience with computer systems and common software programs; experience with GIS systems and software desired.
- Knowledge of applicable ordinances, codes, and permit requirements.
- Bachelor's degree in planning, environmental studies, geography or related field; AND, four (4) years of planning experience; OR, any equivalent combination of training and/or experience that provide the required knowledge, skill and ability to perform the work.
- AICP or comparable professional certification or licensing preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Principles and practices of planning and design, and related procedures and standards.
- Strong knowledge of state and federal environmental policies and regulations.
- Basic knowledge and ability to read and interpret blueprints and development proposals.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Establish and maintain cooperative, effective relationships with citizens, staff, community partners, state agencies, and supervisors.
- Experience and requisite skill with computers and office equipment and office software programs.
- Must possess a valid Washington State Driver's License.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Must be able to pass a drug screening.
3. Work is performed primarily indoors with occasional site visits as required.
4. Work may require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Senior Planner / Associate Planner is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____