

**Job Title: NATURAL RESOURCES PLANNER****Department /Office:** Department of Natural Resources**Reports to Whom (title):** DNR Director**Salary / Hourly Range:** 57**Job Classification Code:** 9410**Level of Background Check:** 1B**FLSA Status:** EXEMPT- Sensitive; Full-time**Driving Required:** Yes, As Required**PD Created:** 01/15/2014**JOB DESCRIPTION:**

The work includes various duties involving different and related processes/procedures and methods. The decision regarding what needs to be completed depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from alternatives.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive. Any one position of this class may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

1. Review and prepare reports, technical documents, proposals and other written deliverables related to the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), Clean Water Act (CWA) etc.,
2. Coordinates and manages the Hopi Tribal NEPA process and related environmental permitting processes for development plans and projects occurring on Hopi Indian Trust Lands (District Six, Hopi Partitioned Lands, Moenkopi District and Hopi Ranch Lands) to assure compliance with Federal, State, and Tribal regulations and/or policies.
3. Prepares, conducts, revises, and implements planning initiatives and projects outlined in existing tribal management plans with the direct support of tribal programs and personnel identified in plans such as the; Hopi Drought Contingency Plan, Hopi Integrated Resource Management Plan, Hopi Tunatya'at Development Plan, Hopi Integrated Woodlands Management Plan, Hopi Wildland Fire Management Plan, Hopi Natural Hazards Mitigation Plan and the Hopit Potskwaniat, and others that may be established.
4. Researches, compiles, analyzes, and interprets physical site data (hydrology, vegetation, wildlife, soils, geology, cultural resources, etc...) as coordinated, requested and provided by the tribal resources programs and personnel as part of developing future land use and adaptive management plans.
5. Prepares and conducts presentations for the Hopi public, villages and stakeholder organizations to ensure input, understanding, coordination and cooperation with tribal natural and cultural resource planning activities and initiatives.
6. Composes and prepares formal correspondence, tribal resolutions, grant applications and funding proposals in support of tribal programs and personnel.
7. Facilitates the Hopi Interdisciplinary Team meetings and/or activities in order to organize, interpret and assure that tribal policies, regulations/ordinances, and interests related to natural/cultural resources management and protection are addressed by tribal programs and/or project proponents during project development.
8. Serves as the technical liaison between the Hopi Tribe and Federal, State, County, and other Tribal governments for natural and cultural resource related initiatives and projects.
9. Performs other related duties as assigned and authorized to meet DNR objectives with the support of the department director and tribal programs.

PERSONAL CONTACTS:

Contacts are with employees within and outside the immediate work area, supervisors, and personnel of the Hopi Tribal programs/departments, Federal, State, County and other Tribal governments. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of service in addressing natural and cultural resource management and protection.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office and meeting rooms and working around office machines and equipment. On occasion will conduct field activities which may be performed in varying weather conditions and includes strenuous physical exertion, such as frequent walking, climbing over rough uneven terrain, bending and lifting heavy objects. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

- A. Education : Bachelor's Degree in Natural Resources, Biology, Range Management, Environmental Science, Land Use Planning or related discipline; Master's Degree preferred;

AND

- B. Experience : Five (5) years management work experience in Natural Resource Management which demonstrates the ability to perform the duties of the position.

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of planning techniques, standards, processes and procedures.
- Knowledge of Geographic Information Systems (ArcView) and related Global Positioning System (GPS) equipment, computer operations/software, etc.
- Knowledge of Federal, State, and Tribal Environmental laws, regulations, and policies, including the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), Clean Water Act (CWA) and other environmental compliance regulations.
- Knowledge of natural and cultural resource disciplines (e.g. ecology, environmental science) community economics, local land use practices (historical and current).
- Knowledge of Hopi Tribal Government and Village organizational/governance structure and socioeconomic/cultural environment.

B. Skills:

- Leadership and facilitation skills for gaining community based and tribal governmental support for natural resource related programs and initiatives.
- Excellent verbal, written and computer skills to prepare proposals, grants, required reports, Tribal NEPA documents and to conduct public presentations.
- Excellent human relations skills;
- Good project coordination skills.

C. Abilities:

- Ability to demonstrate an understanding and use of the Hopi Cultural practices and values as guiding principles for natural and cultural resources management.
- Ability to establish/manage project office and maintain a record/filing system.
- Ability to interpret technical information for general public and tribal decision makers understanding.
- Ability to work collaboratively with inter-disciplinary team members and maintain an effective working relationship with tribal programs and outside entities.
- Ability to keep records and files in an accurate and organized manner; to maintain the confidentiality of material and documents; and to prepare accurate reports from such records as necessary.
- Ability to manage multiple projects and assignments simultaneously, meeting required deadlines.
- Ability to become thoroughly familiar with tribal and office mission, goals and objectives, operations, policies and regulations.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.

DESIRED REQUIREMENT:

1. Be able to speak and understand the Hopi Language.

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