



MISSISSIPPI BAND OF CHOCTAW INDIANS
TRIBAL ADMINISTRATION
P. O. BOX 6010
CHOCTAW, MS 39350
OFFICE: (601) 656-5251

JOB ANNOUNCEMENT #26-00-23

POSITION TITLE: Planner
SALARY: Grade 20
OPENING DATE: **AUGUST 30, 2016** **AUG 30 2016**
CLOSING DATE: **SEPTEMBER 20, 2016 OR UNTIL FILLED**
SUPERVISOR: Planning Officer
LOCATION: Tribal Office Building

TYPE OF EMPLOYMENT: Regular Full-Time Exempt

SCOPE OF SERVICE:

Support departments and programs of the Mississippi Band of Choctaw Indians to improve the overall quality of life by planning and securing resources for continued advancement of all sectors of MBCI communities. The position's responsibilities include working with tribal, local, and state officials along with public and private sector partners to design and implement programs; conducting research, developing approaches and implementing plans; and designing programs to support sustainability goals and efforts.

RESPONSIBILITIES:

1. Develop sustainable action plans and design implementation of programs to support tribal goals;
2. Develop and recommend program requirements for tribal facilities;
3. Research Federal Register and other grant resources for grant and funding opportunities;
4. Assist MBCI departments and programs to develop plans and applications to include all required grantor documents for grant submissions;
5. Assist Tribal governmental department and program directors and help them prepare implementation plans on awarded grant projects;
6. Travel as required for grant planning, grantee orientation, and reporting;
7. Oversee project planning for efficient program implementation;
8. Collaborate with consultants and architects to help develop scopes of work, timelines, and project plans;
9. Participate in community-based workgroups to assist with MBCI programs;
10. Attend public meetings of various boards, commissions and committees, presenting reports on assigned projects and activities;

11. Accept assignments as a staff liaison with a specific board, commission or committee, providing technical advice and assistance;
12. Submit or assist with the submission of grant reports to funding agencies;
13. Assist Administration and related staff in preparing written communications, memorandums, requests, authorizations, etc.;
14. Perform a variety of research work relating to sustainability planning, including the collection and analysis of various data;
15. Provide technical assistance for written communications to staff members, Tribal members, and Tribal employees, programs, and departments;
16. Assist with the development of various Tribal projects and plans;
17. Accept additional duties and responsibilities as assigned.

QUALIFICATIONS:

1. Bachelor's Degree with preference for Master's Degree in management, English, liberal arts, administration, or planning from an accredited four-year institution of higher learning;
2. Ability to organize, coordinate, plan program development, fund development, community relations, and planning activities;
3. Excellent communication skills and command of publishable writing skills;
4. Demonstrate leadership skills and abilities including negotiation, problem-solving, decision-making, and delegation;
5. Strong preference for prior work experience with the MBCI;
6. Preference for knowledge and awareness of Choctaw culture, Tribal government structure, policies and procedures;
7. Preferential consideration in hiring will be extended to qualified Tribal members and American Indians;
8. Demonstrated ability to relate well and communicate effectively with professionals and program staff;
9. Experience in the development of proposals and grants;
10. Adequate personal transportation, valid MS Driver License, and personal auto insurance.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350