



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

JOB ANNOUNCEMENT #26-00-26

POSITION: Planning Officer
SALARY: Grade 25
OPENING DATE: AUGUST 30, 2016 **AUG 30 2016**
CLOSING DATE: SEPTEMBER 20, 2016 OR UNTIL FILLED
SUPERVISOR: Director, Development Division
JOB LOCATION: Planning Office, Tribal Office Building
STATUS: Regular, Full-Time, Exempt

SCOPE OF SERVICE:

The Planning Officer for the Mississippi Band of Choctaw Indians' Division of Community Development and Planning serves under the direct supervision of the Division Director. The incumbent, demonstrating strong planning competence, is responsible for the immediate supervision and professional leadership of the Tribe's planning, development, and project management staff, while also being responsible for a regular planning load. The Officer is tasked with providing leadership in the following areas: identifying and prioritizing Tribal projects requiring Planning's technical assistance; developing a coordinated and systematic approach to planning resource management; scheduling to prioritize and maximize planning efficiency; managing task assignments and follow-up; and joining the other planners in performance and production of planning work. The status of the position is regular, full-time, and exempt. The Planning Officer is located in the Tribal Office Building in the planning area.

DUTIES AND RESPONSIBILITIES:

1. Provide immediate supervision and professional leadership of the Tribe's planning, development, and project management staff;
2. Retain strong planning competence and accept a regular planning load in addition to management responsibilities;
3. Assist in producing written Tribal governmental documents, such as grant proposals, Tribal position statements, budgets and budget narratives, compliance and performance reports; and Tribal Council resolutions required by Federal grantors;
4. Be responsible for effective time management of Planning Office resources, especially human resources and technical assistance;

5. Communicate directly with Tribal department and program directors to ascertain priorities needing Planning's technical assistance;
6. Organize and manage a systematic approach to assigning projects and tasks to available Planning staff based upon priorities, timelines, grantor deadlines; and technical expertise requirements of various Tribal projects;
7. Use Microsoft suite of software, such as MS Word, Excel, and Project Management to maintain effective records and project communications;
8. Conduct routine staff meetings to monitor and follow-up on Planning resource management, identified needs, priorities, accomplishments, and ongoing projects;
9. Prepare written monthly and quarterly work performance reports and present to Division Director;
10. Provide information, guidance, and recommendations to planning, development, and project management staff that reflect the Tribal government's priorities and locally identified unmet needs;
11. Provide leadership in producing estimates and forecasts of all available revenues in support of the ongoing work of the assigned Tribal departments, programs, and offices;
12. Communicate regularly with planning staff members providing guidance and coordination to help them formulate strategies and developmental plans for the successful achievement of Tribal goals and objectives, both long-range and near-term;
13. Maintain current knowledge and awareness of all work in progress within the assigned Tribal departments, programs, and offices;
14. Maintain a friendly and professional work climate that attracts, retains, inspires, and motivates a diverse staff of top quality people who are willing to work in the best interests of the Mississippi Band of Choctaw Indians;
15. Possess excellent leadership qualities and set a fine example to the staff of the whole Tribal organization;

QUALIFICATIONS:

1. Minimum of a Master's degree in Public Administration; Business Administration; Economics; English; Community Planning; Planning, Policy, and Design, or a related academic discipline;

2. Minimum of 5 years' prior work experience in planning leadership, preferably with a Federally-recognized American Indian tribe, or 5 years with a municipality in a planning leadership position;
3. Proficiency in use of Microsoft suite of software, to include MS Word, Excel, Project Management, and other useful and current management software;
4. Knowledge of Choctaw communities, Choctaw culture, and MBCI history;
5. Preference for Choctaw and English bilingualism;
6. Excellent written and oral communication skills and an academic record that can withstand critical review;
7. Ability to accurately interpret Tribal, Federal, and state rules, ordinances, laws, regulations, and policies;
8. Ability to take initiative and work with limited direction and minimal supervision;
9. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals;
10. Ability and skills, such as professionalism, tact, diplomacy, and good judgment required to successfully deal with staff members, issues, and negotiations;
11. Adequate personal transportation and valid Mississippi Driver License.
12. Ability to fully comply with Tribal Drug and Alcohol Testing policies.

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