

Human Resources Department

Pueblo of Santo Domingo



PO Box 127
Santo Domingo Pueblo, NM 87052
Fax: (505) 465-2043 attn: HR | SDTHumanResources@kewa-nsn.us

JOB ANNOUNCEMENT

POSITION TITLE: Tribal Strategic Planner

SALARY RANGE: \$53,828-86,125 Exempt DOE

DEPARTMENT: Administration

POSITION STATUS: Full-Time

PERIOD TO APPLY: Until Filled

FLSA STATUS: Exempt

SUPERVISOR: Tribal Programs Administrator

NATIVE AMERICAN PREFERENCE

BASIC PURPOSE

Incumbent in this position will contribute to the Tribe's mission of building and enhancing our Tribal community by developing comprehensive strategic plans; land-use and community development plans; grant funding and management; to include housing, education, environment, transportation planning, tribal enterprise, and organizational planning and evaluation.

ESSENTIAL FUNCTIONS

- Responsible for performing feasibility studies, market and financial analysis, of past, current and future growth opportunities to increase services and revenue for the Santo Domingo Tribe.
- Identifies strategic alternatives within overall tribal growth strategy.
- Collects and interprets data on emerging grants and services.
- Serves as liaison to project Management Company on tribal development and construction projects.
- Issues requests for proposals, grant management and funding, analyzing and evaluating site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, coordinating in-house reviews with contractors, assessing progress and administering contracts, tracking budgets, giving approval for payment on projects and filing required reports with funding agencies.
- Performs analysis on demographic trends within business market.
- Participates as liaison between the Tribal Programs Administrator and Contractors in the development of long range strategic tribal business plan.

- Oversee and evaluate market research and adjust tribal business strategy to meet changing market and competitive conditions.
- Maintains current knowledge of the regional and national political environment and recommends growth and funding alternatives when necessary.
- Guide preparation of strategic planning activity reports and present to the Tribal Programs Administrator, Directors, Governor, and Tribal Council as needed. Review and analyze activities, costs, operations, and forecast revenue data to meet stated goals and objectives.
- Assist Administration and Tribal Programs Management in developing and maintaining the multi-year capital improvement plan to include project funding, the review process, the prioritization of the capital improvement projects and the linkage of the proposed capital improvements to the land use planning, all through the directors and administration.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Customer Service / Client Orientation**

- All Santo Domingo Tribe employees must be able to develop a clear understanding of clients' needs and goals while maintaining clear communication with clients' regarding meeting their expectations. Must follow through and respond to clients' requests and inform them of action taken in a courteous, professional manner.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent in this position have to appropriately allocate a variety of resources that may include, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Strategic Planning Knowledge**

Incumbent in this position must have advanced understanding of the methods and techniques of feasibility studies, market and financial analysis; communicating, includes analyzing effectiveness of strategy and making adjustments as needed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in planning, project management or business OR a related field and 10+ years experience with the practical realities of planning, directing, and executing long range strategic goals; or an equivalent combination of education and experience.
- Knowledge of Bureau of Indian Affairs (BIA) and Indian Health Services (IHS) inter-governmental relationship with Native American Tribes preferred.
- Must have a proven track record demonstrating the knowledge and skills of quantitative and qualitative analysis.
- Extended working hours, including weekends and evenings may be required.
- Excellent budget and managerial skills to coordinate a multifunctional organization.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Tribe goals.
- Tribal Government experience preferred.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- **By email:** SDTHumanResources@kewa-nsn.us, subject line: Tribal Strategic Planner – [Your Name]
- **By mail:** Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- **By fax:** (505) 465-2043 Attn: Human Resources
- **In person:** Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application.