



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Land Use Planner
Planning & Public Works (PPW)
RE-ADVERTISED

OPEN: August 9, 2018

EXEMPT: No

SALARY GRADE: (9) \$25.09-28.10

SHIFT: Day

LOCATION: Planning

DURATION: Regular Full Time

CLOSES: August 15, 2018

JOB CODE: N/A

DIVISION: Land Use

DEPARTMENT: Planning

SUPERVISOR: Senior Planner

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Planning Director and the Senior Planner, the Land Use Planner is responsible for: research, development and writing of long-range land use plans and site-specific master land use plans for the Lummi Indian Nation; preparing staff reports and recommendations to the Senior Planner, Planning Director, and Planning Commission; attending staff meetings, Planning Commission meetings, Council meetings, Public meetings and training sessions as directed; reviewing, interpreting and writing land use and zoning laws for the Lummi Nation; organizing and facilitating public education outreach efforts for land use planning and community involvement; short-range planning duties including permitting and code enforcement; assisting Lummi tribal Members as needed.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES including the following, and/or other related duties as assigned by the Land Development Manager:

- Research background information for use in developing long-range land use plans for the Lummi Indian Nation.
- Organize and conduct community outreach efforts in development of long-range land use plans for the Lummi Nation.
- Develop draft land use plans and elements for review by tribal staff and commissions.
- Incorporate public comments and departmental suggestions into final land use plans, and facilitate formal adoption of final plans by appropriate tribal commissions and the LIBC.
- Research background information for use in developing zoning laws and regulations for the Lummi Nation.
- Develop draft zoning and land use regulations for review by tribal staff and commissions.
- Prepare draft-zoning laws and facilitate formal adoption of proposal regulations appropriate tribal commissions and the LIBC.
- Develop site master plans for specific areas of the Lummi Indian Nation.
- Prepare and present written and oral reports, recommendations and comments to other staff members and commissions as directed.
- Assist Lummi Tribal Members with questions or concerns relating to planning and permitting.
- Intake, review and process land use and building permits.
- Conduct code enforcement as required.

- Coordinate with other Lummi Tribal departments, and State, Local, and Federal officials, as directed to accomplish essential duties.
- Maintain contact and coordinate planning activities with other jurisdictions as necessary.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Position requires a Bachelor's Degree or higher level education in Urban and Regional Planning.
- Requires six months experience as a Land Use Planner or Planning Intern.
- Must possess and maintain a Valid Washington State Driver's License and have less than three (3) traffic violations in the last three (3) years.
- Lummi/Native American/Veteran's Preference Policy applies.

KNOWLEDGE, ABILITIES & SKILLS:

- Knowledge of land use planning principles and practices.
- Knowledge of general land use laws.
- Knowledge of surveying, drafting, and air photo interpretation, land title interpretation and legal descriptions.
- Basic knowledge of land use permitting.
- Ability to write and speak clearly, communicate with professionals and laypersons regarding land use and property development.
- Desire and ability to resolve conflicts between landowners, departments, agencies, divisions, and members of the public over and use activity and land transactions.
- Competency with commonly used computer software and equipment, including word processing, spreadsheets, databases, and geographic information systems (GIS).
- Proficiency in digital drafting and spatial analysis programs preferred.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.