

# **Sisseton Wahpeton Oyate**

## **Job Description**

**Job Title:** Community Planner

**Reports to:** Planning Director

### **Primary Function:**

The Community Planner is responsible for the community planning and infrastructure development tribal-wide as directed by the Planning Director. The Community Planner will collaborate with district and program representatives to enhance services for the Sisseton-Wahpeton Oyate.

### **Duties and Responsibilities:**

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources
- Will research, identify, define and develop funding sources to support existing and future program activities;
- Develop proposals, grant budgets and status reports in cooperation with the Planning Office projects;
- Motivating people involved with the Planning Office project to complete tasks on time
- Establish and maintain working relationships with SWO officials to exchange information, seek and give assistance, consultation, and direction;
- Travel to meetings, trainings and conferences for professional development;
- Other duties as assigned by the Planning Director, Reservation Planning Commission, and/or Tribal Council.

### **Knowledge, Abilities, and Skills:**

- Understanding of the Project Management Institute (PMI) framework
- Experience will demonstrate a proven knowledge of various project management methodologies
- Ability to establish and maintain working relationships in the Sisseton-Wahpeton Oyate and neighboring communities
- Knowledge of budgeting process and outcomes measurement
- Must possess a comprehensive knowledge of the Lake Traverse Reservation
- Must be knowledgeable of the Tribal Council and the Reservation Planning Commission governmental practices and procedures

- Must possess excellent written and verbal communication skills
- Experience in grants management, administrative, and organizational skills
- Must possess excellent computer and database management skills
- Knowledge of Grant research and preparation
- Ability to accurately analyze problem situations and adopt an effective course of action

**Qualifications:**

- Bachelor's Degree is preferred, or in place of a degree, 4+years of relevant experience or progress toward a degree.

**Please provide a cover letter, resume, and three professional references.**

Approved by  Date 2-21-24