

JOB OPENING ANNOUNCEMENT

Job Title: Community Development Planner

Report To: Community Development Director

Department: Community Development

Job Vacancy: YAN-25-22

Status: Full-Time; Exempt

Starting Wage: \$30.00 Per Hour

Opening Date: March 4, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Community Development Planner will assist the Community Development Department in its efforts to enhance the economic vitality of business and industry of the Yavapai-Apache Nation (Nation). The focus of these efforts will be on community development and economic diversification of the Nation's revenue sources and communal services.

QUALIFICATIONS:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Economic Development, Business or Public Administration, Urban Planning, Marketing, Research, or a related field.
- Two years of employment in a professional-level capacity in community/ economic development or a related area.
- Demonstrate professional research and writing abilities and strong organizational and communication skills.
- Must possess a valid Arizona Driver's License and be insurable under tribal insurer requirements. (e.g., be age 21 or over)

DUTIES AND RESPONSIBILITIES:

- Participate in community/ economic development activities to attract new business and industry to the Yavapai-Apache Nation.
- Collects organizes and analyzes data required in the development of plans or programs.
- Plan programs and develop materials in the area of economic business development.
- Assist in locating grants to support the goals and objectives of the department.
- Prepare program-reporting process and provide information as requested for quarterly/annual reports.

- Respond to inquiries and provide information to the public verbally and in writing on planning activities and regulatory requirements for development and land use.
- Identify economic diversification through the acquisition of proposed lands under the direction of the Community Development Director and Tribal Council.
- Ensures coordination of efforts between the Community Development Director's goals, and administration requests and performs all other related duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**