

Burns Paiute Tribe

Tribal Planner

Job Title:	Tribal Planner
Department:	Planning & Economic Development
Reports to:	Planning & Economic Development Director
FLSA Status:	Exempt
Opens:	1/16/26
Closes:	Open until filled
Salary:	GS 7-9+ DOE/Q (GS 7 begins at \$49,960, GS 9 begins at \$61,111)

Funding is secured for this role through 12/31/2026; the opportunity to continue this role full time will be determined based upon the availability of funding.

POSITION SUMMARY

The Tribal Planning process involves an in-depth and comprehensive evaluation of all factors and elements influencing the orderly growth, development and management of the Tribe's economic development initiatives, community & infrastructure (water, sewage & land use) development and transportation from the planning phases through design to construction.

The prime objective of the tribal planning process is to determine the existing status and future needs and demands of the tribal infrastructure commensurate with social, environmental, and economic conditions and goals of the tribe.

The Tribal Planner works with the grants administrator/specialist to secure funding for ideas and projects. The Tribal Planner is responsible for developing and updating long-range plans and working with correlated department support staff to implement long-range plans for the Tribe's economic growth and community prosperity. The Tribal Planner will perform general professional planning duties in the office and the field.

DUTIES and RESPONSIBILITIES

- The Tribal Planner shall prepare a project schedule consistent with the study and development needs of the Burns Paiute Tribe. The immediate focus of the Tribal Planner role for 2025-26 will be:
 - o (up to 60%) Administration for Native Americans Social Economic Development Strategies (ANA SEDS) Sustainable Community Master Plan, Years 2 & 3; focus on land-use (infrastructure), culture and heritage, and resource plan development
 - o (up to 40%) Old Camp Redevelopment Planning; focus on preparation of the Old Camp site to further develop economic development activities (this will include planning/preparation of hard infrastructure – water/sewer, roads, utilities and any planning/feasibility studies or reports to determine use cases).

- o Other community planning needs as time/schedule afford
- Researches and maintains demographic files and needs of the Tribe.
 - o Collects a variety of statistical data and prepares reports and maps on topics such as census information and land use.
- Attends meetings of the Planning Board, the Tribe's departments and enterprises, City & County entities and Tribal Council to promote projects and programs.
- Implements projects and plans for community and economic development.
- Maintains Tribal planning documents and maps; and ensures allocations, contracts, budgets and reporting requirements are kept current.
- Participates in the coordination of grant applications for planning purposes, economic development, acquisitions, and other projects.
- Works with General Manager and Planning & Economic Development Director in the preparation of the Tribe's Economic Development Strategy; Maintains and updates the Tribe's CEDS plan.
- Works with Departments to develop planning studies and reports in support of new and updated plans, programs and regulations.
- Acts as a liaison between Tribal Council and other government agencies, developers and elected officials in developing community comprehensive plans and transportation plans.
- Develops written reports on behalf of the Tribe for submittal to Federal, State and other agencies as required by Federal or State transportation legislation, contracts and grants.
- Participates in the development of Scope of Work (SOW) and Request for Proposals (RFP) for the selection of design and engineering services specific to community development projects, roads, multi-use pedestrian trails and other developments.
- Conducts bid evaluations and provide recommendations for procurement of design and construction services for community development, roads, multi-use and other development projects according to the BPT Tribal Procurement Policy.
- New information as needed shall be collected through surveys, interviews, public meetings, or other appropriate means.
- Support Emergency Management/Tribal Resiliency Department to update hazard mitigation, resiliency, and food sovereignty plans.

REQUIRED QUALIFICATIONS AND EDUCATION

To be hired at General Scale 7, Requirements include:

- One (1) year of experience in municipal, county, regional, Tribal planning and/or grant application management.
- One (1) year of experience in strategic planning and management.
- Must possess a current Oregon Driver's License.
- Must have the ability to communicate effectively both verbally and in written form.
- Must have the ability to meet and deal with a variety of individuals and groups in an effective professional manner using tact and diplomacy.
- Must be able to interpret and administer, to the fullest extent possible, the policies, regulations, and public laws as they pertain to the Tribe and transportation/roads projects.

To be hired at General Scale 9, Requirements include:

- Bachelor's degree in construction management, planning, business or related field.
- Three (3) years of experience in municipal, county, regional, Tribal planning and/or grant application management.
- One (1) year of experience in strategic planning and management.
- Must possess a current Oregon Driver's License with clean DMV printout.
- Must have the ability to communicate effectively both verbally and in written form.
- Must have the ability to meet and deal with a variety of individuals and groups in an effective professional manner using tact and diplomacy.
- Must be able to interpret and administer, to the fullest extent possible, the policies, regulations, and public laws as they pertain to the Tribe and transportation/roads projects.

OTHER DESIRED QUALIFICATIONS & SKILLS

- Knowledge of the concepts, principles, methods and techniques used in economic development and land use planning.
- Ability to understand complex oral and written directions.
- Ability to plan and complete deadlines.
- Ability to review plans to determine compliance with regulations and to apply regulations to field conditions.
- Willingness to learn and develop new skills in planning and community development
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics is highly desirable.
- Knowledge of civil engineering and construction management.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications and GIS.
- Ability to work independently and in a team environment.
- Ability to work with a diverse group of individuals.
- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.) and climbing stairs.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test

- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

Return completed Burns Paiute Indian Tribe Application, Cover Letter, and resume, to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov

Job Application: [BPT Application](#)