

Joseph B. Herrera
Governor



Jeff M. Suina
Lt. Governor

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**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
ADMIN-2025-007**

POSITION TITLE: Tribal Planner
FLSA STATUS: Exempt
POSITION TYPE: Regular Full Time
DEPARTMENT: Administration
REPORTS TO: Tribal Administrator
BACKGROUND LEVEL: Public Trust
SALARY RANGE: NEGOTIABLE
OPENING DATE: September 30, 2025

Position Summary:

Under direct supervision of the Tribal Administrator, the incumbent will be responsible for comprehensive planning and implementation activities associated with economic development planning which will address the needs for the next 5-10 years relative to infrastructure, economic development, and on-going program needs. The planning and implementation will address funding strategies, planning infrastructure development, capital improvement planning, and economic development planning. The incumbent will also develop manuals, briefs, proposals, and perform technical and administrative implementation activities and assist with maintaining long-range goals and objectives of Pueblo de Cochiti Tribal Organization. The tribal planner is required to represent the pueblo in a professional manner to external agencies, consultants, organizations, and individuals on and off duty always.

Duties & Responsibilities:

- Develops and executes project contracts for community development with consultants and contractor.
- Prepares or supervises the production of feasibility studies and plans for economic and business development projects.

- Plan, schedule, and coordinate the development, monitoring and evaluation of economic development projects.
- Prepares, updates, and presents to the Tribal Council long-range economic development plans and programs.
- Ensures consistency among the capital improvements, transportation, and economic development programs and the Pueblo's land use policies.
- Researches, evaluates, and pursues grant and loan resources to develop and implement planning programs and projects of importance to the Pueblo.
- Compiles and analyzes data on economic, social, and physical factors affecting the community and prepares graphics and narrative reports on data.
- Confers with local, state, and federal governments as well as the private sector on planning for commercial and economic development.
- Recommends policy that affect infrastructure development, and commercial development to control and guide economic development.
- Establishes databases on demographics and issues and maintains records and files.
- Edits and/or standardizes project material, policies, and creates tribal resolutions.
- Plans and coordinates community meetings when necessary.
- Always represents the Pueblo in a professional manner.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, training, and conferences; reviewing professional publications; establishing networks; participation in professional societies; conferring with representatives of contracting agencies and related organizations.
- Acts as Project Manager on economic and business development and other projects as required.
- Performs other duties as assigned.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of Pueblo de Cochiti.
- Knowledge of applicable regulations and protocols for Tribal, County, State, and Federal laws, Tribal sovereigns, Tribal reservation boundaries, and jurisdictions.
- Knowledge of theories, principles, and practices of administrative management.
- Knowledge of department organizations, functions, and policies and procedures.
- Knowledge of budget preparation, grant writing, and general accounting principles including auditing requirements and procurement policies and procedures.
- Knowledge of application processes of State and Federal grants.
- Ability to carry out Governors and Tribal Council directives.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to maintain a high level of confidentiality.
- Ability to manage people in all fairness and with respect.
- Ability to make effective decisions in emergencies and exercise independent judgment.
- Ability to write technical reports and speak to various groups and governmental agencies.

- Ability to plan, create, and deliver informational presentations based on strategic plans and interpreting.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict deadlines based on strategic plans.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Skilled in operating various word processing, spreadsheets, and database software programs in a Windows environment.
- Ability to stay informed of pending legislation having a probable impact on operations at the Pueblo while providing recommendations and/or solutions to correct or alleviate the impact.
- Skilled in preparing, reviewing, and analyzing financial reports.

Minimum Qualifications:

- Bachelor's degree in business administration, Planning, Economic Development, or related field and 5 years' experience in the construction industry or an equivalent combination of education/training and experience.
- Must be able to work extended hours including weekends.
- Must be able to pass a background and fingerprint check.
- Must possess and maintain a valid Driver's License and be insurable through the pueblo's insurance.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand, walk, sit, have manual dexterity, talking to individuals and groups in confidence. The employee is required to work with a computer and/or laptop, communicate verbally and in writing, and work outdoors. The employee must be able to lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting but may be required to work outdoors with a moderate noise level and a moderate to high-stress level. There is frequent interaction with the public and employees. Travel may be required for training, meetings, and conferences, other events, and must be able to work with various schedules and extended work hours.

CLOSING DATE: Open Until Filled

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 584-3564.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members