



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Planning & Development Department - Fort Defiance, AZ
SALARY : \$18.0029 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the second of five levels in the Planning & Development series. Incumbents assist in coordinating planning and development projects which includes preparing bid documents, monitoring project flows, monitoring engineering contracts, preparing costing estimates, and preparing and disseminate operational documents and reports.

Responsibilities:

- Manages and oversees professional staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Schedules and coordinates project site visits; assists in determining project feasibility, timing, and project flow.
- Assists in estimating project material costs and quantities.
- Monitors project budgets; processes operational transactions and payments; reviews and prepares authorizations; and performs related duties.
- Prepares bid documents; gathers and compiles related information as necessary.
- Prepares and maintains a variety of operational records and reports; maintains project information in applicable database.
- Performs other duties of a similar nature or level.

Required Skills:

- Reading maps and scales;
 - Preparing operational records and reports;
 - Inspecting construction projects;
 - Monitoring budgets and materials;
 - Maintaining operational records;
 - Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Required Experience:

- Valid Driver's License
- Associate's degree in planning, construction management, project management, or related field;
- Two years of related experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.