



EMPLOYMENT OPPORTUNITIES

Job Title: Land Use Ordinance Officer

Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-022

Job Type: Full-Time Regular

Department: Department of Land Use Planning & Zoning

City: Sacaton, AZ

Location: 291 W. Casa Blanca Road

Area of Interest: Land Use

Salary/ Hourly Rate: \$38,709.60 - \$48,309.60 / Salary

Tribal Driving Permit Required: YES

DISTINGUISHING FEATURES OF THE CLASS:

The Land Use Ordinance Officer performs field and office work in the review of and processing of submitted requests and inquiries. This position has authority to issue notice of violation and discontinue any ordinance offense and remove the conditions which violate the ordinances of the Community.

ESSENTIAL FUNCTIONS:

- Administer documentation request for issuing sign, native plant relocation, and right-of-entry permits while enforcing correlating ordinance requirements.
- Conduct native plant field review, prepare final field assessment report, and provide comments or recommendations.
- Inspect signs requiring a sign permit and administer the Community's ordinance regarding sign enforcement compliance.
- Provide technical assistance to individuals, community members and other Tribal departments or organizations when land use issues are discussed and make recommendations to resolve issues.
- Patrol the Community to gather data relating to ordinance violations; issue notice of violations if warranted.
- Respond to ordinance related questions/concerns from the general public, provide information on Community regulations and procedures, and provide referral to appropriate Tribal departments.
- Present various requests or inquiries before Committee or Board (i.e., Natural Resource Standing Committee, Cultural Resource Standing Committee, Planning and Zoning, etc.).
- Develop and maintain files, records, and spreadsheet tracking logs of all requests and inquiries.
- Assist in preparing, revising, and updating LUPZ - Ordinance Section procedural guidelines.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of Gila River Indian Community ordinances relating to sign, native plant, and right-of-entry.
- Considerable knowledge of legal descriptions of real estate property, construction plans, plot plans and specification.

- Knowledge of the geographic, geological and demographic characteristics of the Gila River Indian Community.
- Some knowledge of the principles and practices of Land Use Planning and Zoning.
- Some knowledge of the Geographic Information Systems (GIS).
- Computer skill in Microsoft Word, Excel, and Outlook.
- Ability to communicate effectively verbally and in writing.
- Ability to identify problems and offer solutions and recommendations in support of goals.
- Ability to analyze and compile moderately technical information.
- Ability to prepare required records and reports and to present facts clearly and concisely.
- Ability to establish and maintain effective working relationships with other employees, various Tribal departments, Community Officials, and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

High School diploma or GED and a minimum of one (1) year experience in land use planning or closely related field. Prefer college level courses in construction inspection, code enforcement, engineering, city planning, and human relations.

ADDITIONAL REQUIREMENTS:

- Required to pass a background check.
- Must be commissioned by the Law Commission throughout course of employment.
- Required to obtain a Tribal Operator’s permit. Valid state driver’s license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**

Non-Supervisory, Salary Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

- Preference for Community Members (with proof of enrollment)
- Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
- Preference point for Spouse of Community Member (with proof of spouse enrollment)
- Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org