



**TULE RIVER INDIAN TRIBE OF CALIFORNIA**  
340 North Reservation Rd. Porterville, CA 93257

JOB POSTING  
*Open*

**Opening Date: 1/31/2022    Closing Date: Until Filled**

**Position Title:**            Director of Planning & Community Development

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**Department:**            Planning & Community Development

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**Work Schedule:**    Monday-Friday 8:00AM-5:00PM

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**Wage Rate:** Pay Range 53: \$60,088.91- \$76,918.88/Yr./Non- Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- BA/BS Degree, if applicable
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources  
Tule River Indian Tribe of CA  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

**IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.**



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Director of Planning  
& Community Development

**WORKSITE:** Tule River Indian Reservation  
340 N. Reservation Road  
Porterville, CA 93257

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## POSITION DESCRIPTION

The Director of Planning & Community Development will have the responsibility of overseeing, assisting, planning, and implementing economic and community development projects/opportunities for the Tule River Tribe.

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## DUTIES & RESPONSIBILITIES:

1. Work with other Departments to assure a comprehensive planning process is implemented for all community and economic development projects and to assure the Tribes Land Use plan is followed and updated annually.
  2. Provide preliminary screening for applications for Tribal projects and refer to the tribal Administrator for additional review.
  3. Research and write grant proposals relative to the needs of the community and associated tribal programs.
  4. Review current land use plans to identify possible locations for economic and community development.
  5. Work with Tribal Council to prepare in draft form a Five-Year plan for development.
  6. Review current economic development projects and business and recommend possible improvements and or expansions.
  7. Recommend projects that will balance economic growth, development, and activity in an orderly fashion.
  8. Coordinate proposed development projects with Departments, which may be affected.
  9. Serve on various Tribal, Intergovernmental, and Community Committees as directed by Tribal Administrator.
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## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong background in planning and Economic Development.
  2. Clear understanding of planning process.
  3. Ability to work well with others.
  4. Must understand the basics of Business, Accounting, and Human Relations.
  5. Must have strong verbal and written communication skills.
  6. Must be able to travel on little or short notice.
  7. Must be able to work well with diverse groups of people.
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Approved by TRTC: 3/15/2013

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**QUALIFICATIONS:**

1. BA/BS, preferred or two years of experience in planning and development, preferably with a Tribal or government entity.
2. High School Diploma or GED required.
3. Must successfully complete a pre-employment background investigation.
4. Must successfully complete a pre-employment drug/alcohol screen.
5. Must possess a valid CA Drivers License and be insurable through the Tribe.

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**PHYSICAL REQUIREMENTS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work-related documents. Acute hearing is required. Typically, office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position reports to:** Chief Operating Officer

**This position Supervises:** None

**Salary Range:** Pay Range 53: \$29.61 - \$36.98/Hr.  
Paid Bi-Weekly/Non-Overtime Eligible

**Work Schedule:** Monday- Friday/ 8:00AM- 5:00PM

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT; VETERANS PREFERENCE.**