

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-077 **Issue Date:** 05-04-16 **Closing Date:** 05-24-16

Zoning Administrator
Zoning
Department of Administration
Hourly Wage: \$30.28/Regular/Full-Time

Perform professional duties in administering, interpreting and enforcing the Amended Zoning Regulations of the Yakama Nation, Title XI (40) of the Revised Yakama Code. Promotes the Nation's zoning regulations to protect the social and economic stability of residential, agricultural, commercial, industrial, forest, reserved and other areas within the exterior boundaries of the Yakama Reservation. Monitors proposed development of such areas to prevent danger to public safety resulting from the improper location of buildings and land uses. Responsible for monitoring & ensuring that zoning applications are properly processed to ensure zoning compliance. Monitors the activities of other local, county and state governmental agencies to safeguard the political integrity, health, welfare, economics or wellbeing of the Yakama Nation from any significant adverse impacts. Promote public health safety, morals, and general welfare according to the rights reserved by the Yakama Nation in the "Treaty with the Yakamas." (12 Stat. 951).

Knowledge, Skills and Abilities:

- Thorough knowledge and understanding of Yakama Nation's Amended Zoning Ordinance, planning laws and project development.
- Ability to interpret and propose new zoning ordinances.
- Strong analytical and communication skills.
- Impeccable decision making and management skills are a must.
- Knowledge of management principles and strategic planning, along with Human Resources and leadership techniques.
- Geography, mathematics and design knowledge are a plus.
- Ability to update forms (i.e. applications etc.) to ensure that proper documentation is completed to ensure proper management and record keeping of important documents.
- Ability to schedule and conduct Public Hearing on Appeals to the Yakama Nation Board of Adjustments by any person; or any officer; bureau; or department of the Yakama Nation affected by any decision of the administrative official concerning the interpretation or administration of the Zoning Ordinance.
- Attend public hearings of other governmental jurisdictions as required if such hearings may have an adverse effect or impact on the Yakama Nation's vested inherent interests.
- Understanding the cultural significance and importance of Natural Resources of the Yakama Nation such as Forestry Management, Fisheries, Wildlife, Native Foods and Plants.
- Good working knowledge on matters of Environmental Protection regarding water shed, water ways, ground waters, land/ground contamination, and hazardous water disposal systems.
- Ability to keep up to date on regional and national matters that may affect the Yakama Nation and how to protect and preserve these important values.
- Ability to be diplomatic and polite in dealing with public in an effective and timely manner.
- Effective communication with immediate supervisor to ensure that supervisor is kept up to date on any issues or concerns regarding internal or external matters affecting the program.

General Recruiting Indicators:

- Four year degree with major working in environmental science or engineering, natural resources or civil engineering or other related field OR Four (4) years' experience in the field in land use planning, land use management or zoning enforcement. Knowledge on the Law of Zoning and Planning. Documented experience proving work in land use planning or management.

Special Requirements:

- Required to pass a pre-employment alcohol and drug test.
- A Washington State Driver License and Yakama Nation Drivers Permit is required for this position.
- Yakama Enrolled Preference.