

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**FIRST POSTING TO ENROLLED ONEIDA MEMBERS ONLY**

**POSITION TITLE:** Planning/GIS Director  
**POSITION NUMBER:** 02841  
**DEPARTMENT:** Planning  
**LOCATION:** N7332 Water Circle Place, Oneida, WI  
**DIVISION:** Community and Economic Development Division  
**RESPONSIBLE TO:** Area Manager-Community Development  
**SALARY:** E06 \$52,855/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** March 14, 2019  
**CLOSING DATE:** March 21, 2019  
**Transfer Deadline:** March 21, 2019  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Manage the Planning/GIS Department staff. This will include short- and long-term planning, developing and implementing Department Standard Operating Procedures working with legislative leaders of the Oneida Nation in the development of planning strategies and direct continued development and maintenance of the Oneida Comprehensive Plan. Develop and coordinate projects to include project planning, control, implementation and coordination for the continuous improvement of the department operations. Position will supervise projects in the initial phases of the Capital Improvement Process; provide direction of strategic planning and GIS criteria to various boards and committees. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Manage the Planning/GIS Department which includes supervision, hiring, training and evaluation of staff.
2. Develop and implement Standard Operating Procedures.
3. Manage all projects related to the development of the Department.
4. Develop and monitor the mission, goals/objectives of the Department.
5. Develop and monitor the annual budget, create short and long-term plans for Department.
6. Represent the Planning/GIS Department for the Oneida Nation at the local, state & national level in establishing a data sharing relationship.
7. Maintain managerial and technical competence through conferences, seminars and training.
8. Develop GIS Work Standards for the Land Use Analyst Part I and II to be consistent with Oneida Nation laws.
9. Oversight of alignment of regulatory responsibilities with the GIS mapping layers to depict accuracy for decisions to be made at various levels of management.
10. Develop and maintain databases; process queries for data as needed/requested.
11. Develop comprehensive plans and programs for utilization of land and physical facilities on the Oneida Reservation.
12. Develop contracts for planning services, grant applications and carry out related activities to obtain funding and to implement projects.
13. Confer with local authorities including Oneida Nation officials, county, urban regional and state planners and development specialist to assist in and coordinate community development project goals and objectives.

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**Planning/GIS Director**  
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**DUTIES AND RESPONSIBILITIES:(Cont.)**

14. Compile and analyze data on the economic, social and physical factors affecting land and physical facility use. Conduct research surveys and public hearings.
15. Recommend Oneida Nation measures affecting land use, public utilities, community facilities, housing and transportation to control and guide community development and renewal.
16. Continually update and refine reservation database including demographic data on housing, employment, socioeconomic conditions, environmental and land use. Provide an Oneida Reservation profile data on request to other departments, agencies and individuals.
17. Develop and implement assigned projects. Perform professional land use planning to produce policies for mapping.
18. Monitor the facility and geographic data base management systems with the GIS technician.
19. Develop, share, and promote GIS, ARCview and CADD technology with other Oneida departments and agencies. Network with BIA Inter-Tribal GIS Colleagues for updates on technology in Indian Country.
20. Obtain information on land uses and parcel information by municipal date sources, tax records and site visits.
21. Perform presentations for management, public groups, boards and commissions.
22. Research grants or other funding sources.
23. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
25. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit and stand.
2. Work is generally performed in an office setting with a moderate noise level
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge and experience with Microsoft Office Suite.
2. Working knowledge of zoning ordinances, laws and comprehensive plans with the ability to map buffers and variances from each requirement.
3. Knowledge and experience in developing, implementing and monitoring department budgets.
4. Skill in written and verbal communication.
5. Ability to analyze, design, implement, develop and maintain a project management system that gives precise data about current status of all projects, costs, and resources and how these are managed.
6. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents that pertain to planning and geographic information technology.
7. Ability to deal with local, regional and state officials, all employees and the general public with tact, courtesy, respect, objectivity and professionalism.
8. Ability to plan, organize and schedule priorities efficiently and effectively, to set and meet priorities, meet strict deadlines and to successfully cope with stressful situations and conditions, set goals, develop strategies and schedules for meeting goals and to anticipate obstacles and alternative strategies.
9. Ability to process information effectively to learn new material, identify and define problems and to make decisions.
10. Ability to read and understand financial statements. Will be required to complete training on the Oneida Nation Accounting process.
11. Ability to plan, conduct and participate in meetings in which the collective resources of the group members are used efficiently promoting team management.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.

**STANDARD QUALIFICATIONS: (Cont.)**

15. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Knowledge of ArcGIS/ARCview and ArcInfo, Visio, Civic Explorer, ARCIMS, 3D Analyst, Scanning Software, G.P.S. Software, Windows.
2. Knowledge of Oneida Nation Zoning ordinances, laws and comprehensive plans with the ability to map buffers and variances from each requirement.

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Nation of Wisconsin.**
2. Bachelor's Degree in Geography, Community/Urban Planning, Civil Engineering; Facility Management; Business Administration or Public Administration, with four (4) years of demonstrated successful experience in community development planning at a local, regional or state level; four (4) years of successful management experience to include short- and long-term planning, budget administration and supervision of staff; an equivalent combination of education and experience may be considered.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**