

JOB DESCRIPTION

Position:	Energy Tribal Planner
Classification:	Regular Full-time
Location:	Tribal Headquarters
Department:	Tribal Planning
Supervisor:	Anita Blue – Executive Director
Salary:	\$30.00

Duties & Responsibilities:

- Promote business development, expansion and job creation, identify business opportunities and/or new product markets, coordinates and direct business and industry to available tools for financial improvements and expansion for the Tribe's Energy component of Tribal Planning.
- Will initiate and undertake studies and action to implement projects and programs for the Turtle Mountain Tribe.
- Develop and maintain a list of projects and an Energy Action Plan for the Tribe.
- Will represent the Tribe and/or Tribal Council in special focus groups regarding energy projects directed by the Planning Director and/or Chairman/Council.
- Will present both oral and/or written reports to Planning Director, as requested.
- Will prepare reports periodically for various funding agencies of the Federal, State, and local levels.
- Researches grant opportunities for Energy projects and all possible Tribal opportunities.
- Will assist in undertaking of studies and action to implement projects and programs for the Turtle Mountain Tribe.
- Will provide and update community data; population, labor force, local services, and socioeconomic indicators relating to Energy projects and expansions.
- Will assist and/or manage multiple projects and deadlines as requested.
- Will perform other duties assigned.

Requirements:

- Prefer Bachelor's Degree in Renewable Energy; Environmental area; Business Management, or related field.
- Prefer minimum of two (2) years' experience with energy projects; grant research, writing, processing, budgeting, reporting, and/or grant compliance.
- Must be competent or advanced in budget development, review and implementation.
- Must pass Tribal and Federal background checks.
- Must pass drug test (upon selection).

Applicant must possess advanced computer skills and be literate in the following programs: word processing, spreadsheets, data bases, web browsers and search engines. Also, should possess good communication skills, written, oral and networking.