Title: Economic Planner  
Classification: Exempt/Full-Time  
Hourly Wage: DOE  
Reports To: Tribal Administrator

Introduction: The primary responsibility of the Economic Planner is the development of the strategic plan identifying a number of strategic priorities to improve the economic vibrancy and overall quality of life. Economic Planner provides a leadership role for the planning, coordination, and implementation of the strategic priorities identified in the plans working under the direct supervision of the Tribal Administrator, the Economic Planner is accountable for successful execution of the strategic direction while ensuring the Tribal culture and heritage is sustained and enhanced.

The strategies identified in the current strategic plan include (subject to change as updates are made):

1. Heritage and Cultural Development  
   a. Cultural Tourism  
   b. Pass-through Visitors Services
2. Business Development  
   a. Entrepreneurial Development  
   b. Local/Regional Tourism  
   c. Attracting Government Jobs
3. Value-added Industry  
   a. Land Acquisition  
   b. Value-added Agriculture  
   c. Value-added Fisheries

Value-added Forest Products

Essential Duties and Responsibilities:

1. Ensure the implementation of the strategic direction established by the Tribal Council pursuant to adopted economic development strategic plan(s).
2. Work with Pit River Tribal staff, community volunteers and various entities to carefully plan and complete projects identified within the strategic plan(s) by developing "concept to completion" strategies and acquiring the necessary resources (e.g., funding, design, technical assistance, etc.) to achieve defined outcomes.
3. Develop and maintain strong, collaborative partnerships with other organizations involved in economic
and community development (examples include, but are not limited to, the Shasta County Economic Development Department, Shasta County Chamber of Commerce, Greater Northern California Development Corporation, and other tribal economic development entities). Research grant and other funding opportunities that align with economic and priorities; prepare funding applications and provide administrative support for successful awards.

4. Work with other Tribal programs staff to develop new opportunities for expansion of services offered to both Tribal members and non-tribal members, as appropriate.

5. Develop and maintain up-to-date marketing and statistical information to promote the area, its economic attributes, its quality of life and its heritage.

6. Evaluate potential Tribal enterprises and develop such enterprises as feasible.

7. Regularly track progress; prepare and present updates to the Tribal Administrator and Tribal Council regarding the status of strategic priorities and projects; prepare and present recommendations for alternative courses of action when needed.

8. Negotiate business development agreements to be approved by the Tribal Administrator and/or Tribal Council that result in project development and success.

9. Prepare project cost/benefit analyses, including their economic and social impacts on the community.

10. Coordinate with business assistance groups to assist existing and start-up businesses, including entrepreneurs.

12. Continually research innovative methods that could be used to help meet Tribal community and economic development goals. Prepare recommendations for the potential use of such methods for the Tribal Administrator and/or Tribal Council.

13. Attend relevant training to network and learn about successful methods and best practices in community and economic development.

14. Perform other duties as may be assigned by the Tribal Administrator.

Qualifications:

- Bachelor's degree (BA or BS) in business, planning, economics or related field, along with training in the economic development and significant professional, progressive experience in rural community and economic development (Required).
- Demonstrated skill in grant writing/management and contract development/management.
- Successful experience in capital project planning, funding and development.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, Tribal members, federal, state, local government officials, media and the general public.
- Master's degree with a designation as a Certified Economic Developer (CEcD). (Preferred)
- Special consideration will be given to the candidate with demonstrated Tribal economic and community development experience. (Preferred)
- Knowledge of Tribal funding, financing and enterprise programs (Preferred)
- Knowledge of business principles preferred, especially those related to small businesses and entrepreneurs. (Preferred)
- Experience in the area of Indian Affairs or Tribal government is helpful;
- Must be able to speak with the public in a professional manner;
- Must be able to manage a number of priorities simultaneously and meet deadlines;
- Must have excellent oral and written communication skills.
**Indian Preference:** Pit River Tribal Member and Indian preference will be given to qualified Native American’s under the Federal Indian Preference Act (43 CFR 17.3 (d). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage. Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in communicating and engaging Native people and tribal organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**Applications and Job descriptions:** can be downloaded from the Pit River Tribe website at [http://pitrivetrieb.org/tribal-employment/](http://pitrivetrieb.org/tribal-employment/) or from the HR Department at Tribal Administration. All applications must be completely filled out, legible and with reliable contact information including your email address if available. Incomplete applications will not be considered. For supervisory, management or Director positions it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

**Contact:**
Human Resources Department
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(530)335-5421 ext.1210 or 1208
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