

**HOULTON BAND OF MALISEET INDIANS**  
**Job Description**  
**Administrative Planner/Planning Department Assistant**

**STATUS: Full-time, 40 hours/week**

**SUPERVISED BY: Tribal Engineer/Tribal Grant Writer**

**SALARY: \$47,000-\$52,000**

**ROLE:**

The purpose of this position is to manage the Housing Improvement, IHS Sanitation, and Federal Transit Authority programs. In addition, the position provides direct clerical support to the Tribal Engineer and Tribal Grant Writer to coordinate and assist in the daily operations of grant management. The Administrative Planner will work with the Planning Department in long-range planning and provide research and development for HBMI infrastructure. This position will provide guidance and information on community and individual citizen development needs and requirements.

**POSITION RESPONSIBILITIES**

1. Assist Grant Writer in the research, data entry, web based grant application and reporting requirements, grant/contract reconciliation to assure that the quality and quantity of actual performance conforms to the requirements established in the grant/contract.
2. Explore Grant opportunities to meet specific social and economic needs of Maliseet Tribal citizens.
3. Establish and maintain liaisons with state, federal and regional agencies.
4. Work on special projects as assigned by the Tribal Engineer / Grant Writer
5. Works with planning department staff and key administrators to develop future program needs and solutions in order to apply for funding to provide quality services to the general citizenry and to strengthen the Tribal Government.
6. Administration of HBMI Housing Improvement Program (HIP)
7. Administration of IHS Sanitation Program
8. Administration of Federal Transit Authority (FTA) Program
9. Assist Tribal Engineer in the Management of the Road Maintenance Program and Tribal Transportation Projects.

10. Assist Tribal Engineer in development and implementation of facilities management database.
11. Assist Tribal Engineer in maintenance and updates of the BIA Road Inventory System Database pertaining to Maliseet Tribal Roads.
12. Assist Tribal Engineer & Grant Writer in Grant Reporting, Consultant Contract Administration, Public Coordination and Notification, and other associated tasks required in the delivery of Grants.

**MINIMUM QUALIFICATIONS:**

- Degree in Business Administration, Public Administration, Engineering Technology, or 3-5 years of proven planning experience.
- The ability to write and communicate clearly and effectively
- Budget and Development experience
- Microsoft Office skills, including Excel experience a must
- Microsoft Project, AutoCAD, ESRI or other mapping software experience is a plus.
- Must be self-motivated; requiring minimal supervision.
- Ability to work under pressure and meet deadlines.
- Ability to work flexible hours.
- Must be willing to travel in and out of State
- Must be able to pass criminal background check and urine drug screen.
- Must possess a valid driver’s license, and be able to be insured by HBMI’s Vehicle Insurance Carrier

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities**

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	