

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail carla.matt@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Special Projects Planner

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

SALARY: \$25.27 - \$29.05 per hour, plus benefits

CLOSING DATE: Thursday, January 30, 2025 at 5:30 p.m. (MST)

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

General Description of Work

- This position is a crucial part of the Finance Department, providing direct support to the Construction/Procurement Manager. The role involves a wide range of important tasks aimed at achieving specific project goals. The position requires exercising judgment and taking responsibility for results. Some of the work activities include:
- Researching funding opportunities and other notices of funding availability.
- Coordinating all funding applications, including drafting application support documents such as Tribal Council agenda requests, Tribal Council Resolutions, public comments, project narratives, and budgets.
- Conducting post-award meetings, budget modifications, environmental reviews or assessments, and release of funds.
- Collaborating with the Grants/Accounting Specialist to ensure accurate and timely submission of all financial reports.
- Carrying out clerical and general office duties as required.
- The incumbent reports directly to the Construction/Procurement Manager and is responsible for using good judgment and discretion to prioritize assignments and determine the most effective methods to complete work
- Daily contact with staff from other agencies, the general public, and other employees to exchange specific information. Provides specific information to various programs within the Tribal government, as well as to federal, local, and state governments and other agencies, particularly regarding Housing Authority special projects.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

The successful applicant must have an Associate's degree or three years of experience or training in business administration or related fields. Preferred background in working with the U.S. Department of Housing and Urban Development or other Federal, State, and Tribal programs.

Must be familiar with the operation of all standard office equipment. Skill in computer use is required, with working knowledge of applications software. Exceptional in time management and planning with a high level of attention to detail.

To complete tasks with a minimum amount of supervision. This position requires a high level of analytical and communication skills. This person must be able to understand funding announcements.

Must have a valid Montana Driver's license with no alcohol-related convictions for the last three years and be willing to travel out of the area for training.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Daniel Tromp (406) 675-4491 Ext. #1512

