

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Administrate Special Project Planner  
**LOCATION:** Tribal Lands Department  
**SALARY:** \$25.08 - \$28.83 per hour  
**CLOSING DATE:** Monday, April 21, 2025 at 5:30 p.m.

**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.**

The Administrate Special Projects Planner is a full-time position that reports directly to the Tribal Lands Department Head. This position is in charge of a facilitating, oversees and administers review of all projects involved with or provided by the Tribal Lands Department. The Primary duty areas include development a work plan that contains goals/objectives/activities for each project element to implement the Tribes' Vision and Mission Statements. Develops projects marketing geared toward the education of customers and promotion of land and natural resources conservation that promotes economic growth for the Tribes and individual Tribal members and pursues the use of outside funding sources to achieve program goals.

- This position is a crucial part of the Lands Planning Program Manager and providing direct support to the Business/Financing office. 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 Lands Department Head 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.
- Responsible for complying with Federal Law, Tribal Ordinances and Tribal policies and procedures and Local Law
- Define program scope, goals and deliverables that support goals in collaboration with CSKT stakeholders, external stakeholders, Tribal entity stakeholders and CSKT Departments regarding all research.
- Acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver program according to plan.
- Develop full-scale program plans and associated communications documents.
- Manages workload within the program to achieve work plan and maintain a balanced workload.
- Assures program is working as an integral part of the Tribal Lands Department and the Tribal organization as a whole.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Manages, catalogues, and monitors TLD records related to proposed, current and past projects.

- Determine the frequency and content of status reports from the project team, analyze results and troubleshoot problem areas.
- Facilitates community meeting, conducts media and outreach activities if needed.
- Works with IT and other appropriate employees to set up, operate, and maintain a computer software program.
- Prepares maps and ensures land descriptions mapping requirement, etc. are complete for GIS package/ARC Maps or Google Earth.
- Reports weekly accomplishments, obstacles and needs.
- Assesses and reports quarterly work plan accomplishments and adjusts workload as needed.
- Responds to customer inquiries in a timely manner.

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

- The Administrative Special Projects Planner must have an Associate's degree or three years of experience or training in business administration, project management and/or
- experience or training in land related fields (i.e. land locations, mapping, legal descriptions).
- Time management and planning with high level of attention to detail.
- Completes tasks with minimum amount of supervision. This position requires a high level of analytical and communication skills. This person must be able to understand funding announcements.
- Thorough knowledge of land description and location techniques;
- Working knowledge of leasing and permitting procedures, conservation practices,
- Basic knowledge of fencing methods: construction and building requirements;
- Basic knowledge of federal, state, and Indian Land Law.
- Working Knowledge of contract management and records management
- High skill level in the use of field tools such as GPS, compasses, also a high degree of skill in using maps, plats, aerial photos
- Skill in Software program experience including Microsoft, Excel, and Access and GIS package/ARC Maps or Google Earth.
- Skill in Excel for the reporting requirement of the position
- Working knowledge of the Tribal personnel system, including Ordinance 69D, processing procedures and recruitment, position descriptions, performance evaluation, terminations, etc., as well working knowledge of the Privacy Act.
- Ability to establish and maintain effective working relationships with other employees, other agencies, and the general public;
- Ability to read and understand formal documents such as leases, permits, contracts;
- Ability to communicate effectively verbally and in writing
- Ability to work under arduous conditions for prolonged time periods; and under stressful and adverse operating conditions, such as long work hours, heavy workloads, adverse working conditions and environmental conditions.
- Ability to organize and manage simple to moderately complex projects with multiple tasks;
- Ability to work outdoors and alone as required;
- Ability to operate equipment sufficient to determine lot boundaries to meet the needs of the project. Must have sufficient skills necessary to explain process, equipment, maps, etc.
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance policy; be able to obtain ATV/UTV endorsement.

**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](mailto:personnel@cskt.org)

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

**FOR MORE INFORMATION: FOR MORE INFORMATION PLEASE CONTACT MARK COUTURE AT (406)675-2700, EXTENSION 1251.**