

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1332868

POSITION NO: 202751

CLASS CODE: 3831

Date Posted: 02/14/11

Closing Date: 02/28/11

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME: Local Governance Support Center - Ft Defiance Agency

DEPARTMENT NO: 133 **WORKSITE LOCATION:** Klagetoh Chapter (AZ)

WORK DAYS/HOURS: _____ **POSITION TYPE:** _____ **GRADE:** N620A

Days: Mon-Fri **Permanent:** X **SALARY:** _____

Hours: 8AM-5PM **Temporary:** _____ **Duration:** _____ \$ 30,950.40 **Per Annum**

Part-Time: _____ **No. of Hrs./Work:** 40 \$ 14.88 **Per Hour**

DUTIES AND RESPONSIBILITIES:

The Community Services Coordinator will be responsible for carrying out all executive functions and administrative policies, rules and regulations of the chapter, including but not limited to the development and the implementation of a five management system policies and procedures which consists of: fiscal, procurement, property, personnel and records management.

Assist the chapter government in planning, preparation, implementation and administering chapter projects, including but not limited to land withdrawals, proposals and resolutions in coordination with the elected chapter officials.

Co-sign all chapter checks and be the custodian of all official books, records, documents, and funds of the chapter.

Exercise supervisory duties and responsibilities over the Office Specialist and temporary personnel hired at the chapter.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Business or related field; and

Experience:

four (4) years experience in working with chapters in the area of community and/or economic development; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. *(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)*

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation government laws, regulations and its relevance to chapter government.

Knowledge of budget and financial reporting system.

Considerable knowledge of principles of employee recruitment and selection.

Ability to express ideas clearly in both written and oral communication.

Ability to plan and organize one's own work activities with very little supervision.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Must have some practical experience in accounting with emphasis on fund accounting.

Must have some work experience in employee recruitment and selection, testing and training.

Must have a reliable transportation available at all times and be willing to travel; and work on weekends for chapter meetings when necessary.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.