

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1348497
POSITION NO: 202766
POSITION TITLE: _____

DATE POSTED: 02/18/14
CLOSING DATE: 03/03/14

DEPARTMENT NAME / WORKSITE: Community Services Coordinator
DCD/Local Governance Support Center - Hardrock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y62A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
	SEASONAL: <input type="checkbox"/>	Duration: _____
	TEMPORARY: <input type="checkbox"/>	_____

GRADE/STEP: Y62A
\$ 33,030.40 PER ANNUM
\$ 15.88 PER HOUR

DUTIES AND RESPONSIBILITIES:

Report to the designated elected chapter official. Coordinates with elected officials, community and tribal officials in planning, implementing, supervising, orientation, training and monitoring approved chapter projects. Interpret local, tribal, county, state and federal policies relating to use of project funds. Researches and coordinates community needs assessments. Prepare, finalize and modify techniques to improve the quantity and quality of community input and participation. Follow up on documents submitted by the chapter to other departments and the executive offices. Make regular and periodic visits to home and work project sites. Establishes and maintains a two-way flow of information between the community, tribal government, and outside agencies by attending meetings, seminars, and conferences. Develop and monitor chapter budgets.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's degree in Business or related field; and four (4) years of experience in working with chapters in the areas of community and/or economic development; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to work with little or no supervision; Ability to communicate effectively in the English and Navajo Language; Ability to write technical and complex reports; Ability to interpret laws, regulations, and policies and make decisions in conformance with them; Ability to do research and provide orientation and training; and Ability to operate word processors, computers and fax machine.

Special Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, *preferred*.

VETERANS PREFERENCE APPLIES

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