

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1358495 Date Posted: 02/18/14
POSITION NO: 158403 Closing Date: 03/03/14
CLASS CODE: 3821
POSITION TITLE: Community Involvement Specialist
DEPARTMENT NAME: Local Governance Support Center
DEPARTMENT NO: 135 WORKSITE LOCATION: Crownpoint, NM
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: Y62A
Days: MON - FRI Permanent: _____ SALARY: _____
Hours: 8:00 am - 5:00 pm Temporary: _____ Duration: _____ \$ 33,030.40 Per Annum
Part-Time: _____ No. of Hrs/Wk: _____ \$ 15.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Extensive communication and Public relations in community development to chapters and communities. Serves as a resource and liaison person in matters related to community development activities; provide advice, expertise insight information and technical assistance to local communities on community projects, community development, chapter accounting, chapter policy development and chapter meetings. Collects data and conducts community needs assessment, evaluates and interprets data to chapter and local planning boards; makes regular and periodic field visits to local communities.

Project monitoring and on-site monitoring of the Five Management System. Establishes and maintains a two-way flow of information between the communities and the tribal government; develops and modifies techniques to improve the quantity and quality of community input and participation. Assists in coordinating program services with all involved agencies and organizations to avoid duplication. Keep abreast of and informed on legislation involving tribal government and other entities; prepare report and participation in budgetary preparation. Five Management Training Sessions and conduct presentation on various topic; attend staff and chapter meetings.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's degree in Sociology or a related field; and Four (4) years of experience in community development projects related to social improvements; 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:

Community Planning, ability to transmit accurate reports or presentation to local chapters and its communities. Ability to establish and maintain effective working relationships with Chapter Officials, Council Delegates and LGSC staff and outside resource agencies. Knowledge of Title 26/LGA, able to train the Chapter Officials/Chapter staff and other resource on Five Management System. Basic Accounting skill preferably governmental and non-profit accounting. Basic computer skills and use of applications such as Microsoft Word, Excel and PowerPoint and the use of standard office equipment such as calculators, telephones, printers, etc. Ability to communicate effectively both orally and in writing with diverse audiences and convey information that is understandable.

License/Certification Requirements:

Valid state driver's license, *preferred*.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99