

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1358500

DATE POSTED: 02/18/14

POSITION NO: 208418

CLOSING DATE: 03/03/14

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME / WORKSITE: Local Governance Support Center/Eastern Agency - Nageezi, NM

WORK DAYS: MON-FRI REGULAR FULL TIME: GRADE/STEP: Y62A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 33,030.40 PER ANNUM

SEASONAL: Duration: _____ \$ 15.88 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Serves under the general supervision of the Sr. Program/Project Specialist and the direct supervision of the designated Chapter Official. Performs variable tasks of varying difficulty. Assists the chapter officials with planning, organizing and implementing goals, projects; interprets tribal, state and federal policies relating to projects and funding; researches, develops, coordinates, monitors techniques to improve quantity/quality output. Prepares, reviews contracts, grants, projects, interprets tribal, state and federal policies relating to projects and funding; researches, develops proposals, resolutions and budgets. Attends all chapter and planning meetings, conferences, seminars on behalf of the chapter. Prepares monthly and quarterly expenditure reports payroll, RDP's and other needed financial paper work for processing payment and/or disbursement of quarterly allocations. Performs work as required.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

As 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 training and experience which provides the capabilities to perform the described duties. Must be bilingual (Navajo/English); preferably reside within the boundaries of the assigned chapter.

(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, communicate effectively in the English and Navajo language; to write technical and complex reports; to comprehend and interpret laws, regulations and policies and make decisions in conformance with them; to research; to supervise; to work independently; to operate work processor, computers and fax machine; to provide orientations.

Special 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.