

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DED01411718</u>	DATE POSTED:	<u>03/28/16</u>		
POSITION NO:	<u>241747</u>	CLOSING DATE:	<u>04/08/16</u>		
POSITION TITLE:	<u>Senior Economic Development Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>Division of Economic Development / Administration / St. Michaels, AZ</u>				
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB66A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 47,756.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 22.96</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Joint effort with the Division Director in the implementation of division projects pursuant to the overall economic development plans, related strategies, and coordination of project initiatives: Compile division project activities, goals and objective through developed monitoring tools that measures the progression of each projects through the stages of development – land withdrawal, archeological clearances, environmental assessments, land survey, site plan, architectural plan and design, feasibility studies, etc. – the measuring criteria is the amount of matching financial support the respective project received and the speed in which the projects are completed; Establish background checks and due diligence capacity within the division on individuals and businesses that want to do business with the Navajo Nation in terms of investments, loans, partnerships, etc.; Review, determine and rate, and respond to incoming proposals, business plans, etc. as to which seems to be more viable; Meet and negotiate on behalf of the Division Director with various heads of organization (i.e. CEO, CFO, etc.) in an attempt to start-up new projects and initiatives in new areas of development; Develop resource materials to serve several purposes for Division Director, Division Programs and staff as well as the general public: Develop Navajo Nation incentive packets basically for manufacturing businesses to locate or relocate to Navajo lands. Incentives include issues on taxes, no taxes, credits, research and development credits, job training credits, leasing, utilities, new sovereign immunity, etc.; Develop brochures by working with state officials and private businesses geared toward corporate chief executive officers, chief financial officers, and other head of businesses and companies to entice them to consider locating or relocating their businesses onto the Navajo reservation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Economics or closely related field, and four (4) years experience in economic development and management.

Preferred Qualifications:

- A Master's Degree in Business Administration, Economics or closely related field.
- Two (2) years of experience in business and economic development.

Special Requirements:

- Possess a valid state driver license.

(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:

Knowledge of the principles and practices of financial packaging and economic development trends; knowledge of business startup planning, development and operation; and knowledge of business activities laws, regulations, and guidelines of the Navajo Nation government.

Skill in oral and written communications and presentations (must be bilingual); and skill in understanding and interpreting complex private business activity laws, rules, regulations, policies, and guidelines.

Ability to create business and financial plans.

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