

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DED01423662  
POSITION NO: 241020  
POSITION TITLE: Senior Economic Development Specialist

DATE POSTED: 05/11/22  
CLOSING DATE: 07/12/2022 by 5pm

DEPARTMENT NAME / WORKSITE: Ft. Defiance Business Development / St. Michaels, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ66A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>53,431.92</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>25.59</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of the Program Manager, performs work of considerable difficulty and complexity to ensure compliance to Navajo Nation Business Site Leasing Act of 2005; Negotiates and prepares contracts, business site leases, professional service contracts and agreements with outside entities and tenants; Prepares business plans and financial projections for clients applying for business loan or business site lease; Administers contracts and funds for approved projects in compliance to terms and condition of the fund; Promotes economic development programs and provides technical advice and training at workshops, orientations, and conferences; Prepares bid advertisements and requests for proposals; Reviews and analyzes a variety of business and industrial proposals with regard to potential joint venture, management agreements and compliance with the Navajo Business Preference Program; Attends pre-bid, bid opening and pre-construction meetings; Recommends approval or denial of proposals and applications for certification/recertification with Navajo Business Opportunity Act; On assigned construction projects, monitors and reviews documents, field orders, change orders and inspection reports to ensure proper clearances, environmental assessments and right-of-way agreements; Conducts site visit to monitor progress and compliance; Maintain log and records to document findings; Coordinates and conducts economic development related training, workshops and seminars; Prepares related presentation material (PowerPoint); Speaks publicly to gather and provide economic development related information; Resolves complaints and engenders support for project objectives; Analyzes and evaluates requests for assistance from chapters and clientele; and other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's 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 valuation, principles and practices of business loan packaging;  
Knowledge of projects and program planning, development and evaluation.  
Knowledge of business startup planning, development and operation;  
Knowledge of economic and feasibility studies development.  
Knowledge of business activities laws, regulations, and guidelines of the Navajo Nation government;  
Skill in oral and written communications and presentations (must be bilingual);  
Skill in understanding and interpreting complex private business activity laws, rules, regulations, policies, and guidelines;  
Ability to create business and financial plans;  
Ability to negotiate business site leases and seek additional funds; and  
Possess skills in analysis and evaluation of business plans, understanding financial statements, etc.

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