

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

REQUISITION NO: DED0146762

Date Posted: 07/02/12

POSITION NO: 209768

Closing Date: 07/16/12

CLASS CODE: 3401

POSITION TITLE: PRINCIPAL ECONOMIC DEVELOPMENT SPECIALIST

DEPARTMENT NAME: Support Services

DEPARTMENT NO: 14

WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: Mon - Fri POSITION TYPE:  Permanent GRADE: R68A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Collects various data related to the economic development on a periodic and annual basis:

**Annual Employment and Income Survey-** Research on economic development, current unemployment rate on the Navajo Nation, the per capita income of the Navajo people, outflow of dollars to the off-reservation communities, types and listing of businesses in a community or Navajo Nation as a whole on an annual basis; disseminate collected information to the Federal, State, and local governments, universities, researchers, Navajo students, politicians, and anyone interested in the economic condition on the Navajo Nation.

**BIA Labor Force Study-** submitted to the U.S. Department of Interior to become part of the Indian Labor Force Report on employment and unemployment data; States formulate their policies according to this document.

**Comprehensive Economic Development Strategy-** the only source document with current data of the Navajo Nation, a international popular document quoted world-wide, a required document submitted to the Economic Development Agency (EDA) to receive funding.

**Navajo Nation Census Data-** data on demography, economy, education, including data on other American Indian tribes.

**Requested Reports-** research, compile and report micro and macro economic data specific to locations, an economic development project and/or economic development plans as requested by the Division, Navajo Nation offices and officials.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's Degree in Business Administration, Economics or closely related field; and

**Experience:**

Six (06) years experience in economic development and management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the current status of any economy; data base management, development and reporting; mathematical and theoretical forecasting; working, making presentation and professional reports with post-secondary, professional or government units on a professional basis.

**License/Certification Requirements:**

Valid State Driver's License for Tribal Vehicle Usage. ***(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*