

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

REQUISITION NO:	<u>LB00312298</u>	DATE POSTED:	<u>08/01/16</u>
POSITION NO:	<u>243515</u>	CLOSING DATE:	<u>08/12/16</u>
POSITION TITLE:	<u>Community Involvement Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Land Buy-Back Program/Crownpoint, NM</u>		
WORK DAYS:	<u>M-F</u>	REGULAR FULL TIME:	<input type="checkbox"/>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input checked="" type="checkbox"/>
		NO. OF HRS./WK.:	<u>                    </u>
		DURATION :	<u>                    </u>
			<u>ends Sept 30, 2016</u>
		GRADE/STEP:	<u>AB62A</u>
		\$	<u>34,028.80</u> PER ANNUM
		\$	<u>16.36</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Providing outreach information to individuals with special attention to allotment owners and tribal leaders; disseminate and provide information on the program that is consistent; answering allotment owners questions fairly and offering services to helping them complete their interest packets; hosting outreach events, attending local, community, agency-wide meetings; conducting shareholder workshops and conferences; providing information on the opportunity for allotment owners to understand the program activity and their option to participate; to inform and educate allotment owners to understand the decision for them to sell or not; maintaining tracking database of allotment owners, allotment ID, dates of contact, information provided, and comments. Implementing successful outreach practices and providing interpretive materials of the Buy-Back Program. Serving as technical liaison staff to local communities and Buy-Back Program. Minimally supervise Office Specialist and coordinate with other Community Involvement Specialist and upper Buy-Back Program management staff. Contribute to the compilation of quarterly and other required programmatic reporting, maintaining statistical Office visitations by public/clientele for inclusion in required reporting. Provide periodic clientele referrals to designed center. Will keep a log on notaries signed on behalf of documents committed to by individuals.

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

**Minimum Qualifications:**

- Associates Degree in Human Services, Sociology, Liberal Arts or related field; and three (3) years of experience in community development projects related to social improvements.

**Special Requirements:**

- Required Incumbant will be trained to be Public Notary; will sign Oath of Statement to assure non-disclosure of individual and private information about clientele.
- 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:**

Must be Bilingual in Navajo and English

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