

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

REQUISITION NO: DED0142224

Date Posted: 08/02/10

POSITION NO: 240162

Closing Date: 08/16/10

CLASS CODE: 3402

POSITION TITLE: Senior Economic Development Specialist

DEPARTMENT NAME: Fort Defiance Regional Business Development Office

DEPARTMENT NO: 14 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N660A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 43,451.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.89 Per Hour

**DUTIES AND RESPONSIBILITIES:**

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 related loans; prepares plan and present grant application to appropriate oversight committee; administers contracts and funds for approved projects; 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 and monitor pre-bid, bid opening and pre-construction meetings; recommends approval or denial of proposals and applications for certification/recertification with NBPP; 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's Degree in Business Administration, Economics or closely related field; and **(In order to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

**Experience:**

Four (04) 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.

**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; 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.

**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*