

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0582301

Date Posted: 08/16/10

POSITION NO: 241700

Closing Date: 08/27/10

CLASS CODE: 3403

POSITION TITLE: Economic Development Specialist

DEPARTMENT NAME: Navajo Parks and Recreation Department-Special Events Section

DEPARTMENT NO: 58 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: Permanent \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides assistance to Special Events Office management in analyzing, developing and achieving short and long-term goals and objectives; plan and develop sponsorship package for special events and production of PRCA and Navajo Nation Fair & Rodeo; carries out a share of work performed at the senior level; resolves all but the most demanding sponsorship management and administrative problems that are fairly standardized; advises in the development of events and annual productions; acquaints management staff of the overall problems confronting the events and productions.

Provides essential partnership and sponsorship representation to Special Events Office events and productions with limited complexity; explains event policies, procedures, activities and services; coordinates events and projects with organizations with similar mission objectives; reviews, drafts and edits sponsorship policies and procedures; identifies funding sources and requirements for events; coordinates schedules, develops and evaluates contract and grants information; prepares grant and sponsorship reports; assists with related training to program or project staff.

Assists in the development of event budget projections; performs a variety of administrative functions including drafting of event budget guidelines and justifications, monitoring sponsorship referrals, maintains records of grants received, reviews sponsor contract issues and plans, prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress of assignments; prepares analysis of program activities and results.

Attends a variety of department and division meetings; represents project/program and coordinates activities with Navajo Nation officials, governmental representatives, and the public, serves as liaison to Nation and non-tribal organizations; maintains communications with private and public funding sources, assists with the preparation of meetings and events; serves on committee and task forces and performs special assignments as required.

QUALIFICATION REQUIREMENTS:

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

Experience:

two (2) years of program related administrative experience; event production management; public relations, promotions and marketing; 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 modern principles and practices of event productions and public administration, procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to project/program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures. Knowledge of budget and reporting systems, program analysis and performance measures. Knowledge of project/program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts. Skill in preparing and developing documents and reports, computer databases and spreadsheet files. Skill in oral and written communication. Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

License/Certification Requirements:

Valid State Driver's License, preferred and Navajo Nation Driver's Permit.

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