DUTIES AND RESPONSIBILITIES:
Performs analytical and evaluative research of the Navajo tribal government, its legal structures, and foundational laws to develop proposals and recommendations for the Navajo Government Reform Project. Will also stay informed of major legislative actions, whether by legislation, referendum or initiative, and provide comprehensive analysis of the potential impacts of such legislation on Navajo society. Work on highly controversial matters that affect the overall Navajo Nation, forge strong political relationships, communicate well, negotiate and compromise if necessary to promote continuity of program goals and objectives of government reform. Study, analyze and research different models of government systems as an alternative forms of government for the Navajo Nation. Develop informational system in government reform pathways for Navajo Nation self-governance, alternative form of governance, regional and district government, township governance, and/or traditional form of governance. Provide leadership training for the Commission on Navajo Government Development and other Navajo leadership on the variety of self-governance models. Communicates on program activities and performance through reports, statistics, and presentations at program, chapter and Council meetings. Provides awareness, understanding, of support for the protection and preservation of the Navajo tradition and culture. Provide technical guidance on achieving the program’s strategic plan, accomplish the goals and objective of the office. Analyze program operations and recommend improvement toward a viable, efficient and effective program management. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
A Bachelor’s Degree in Political Science, Public or Business Administration, Public Policy, American Indian Studies with emphasis in legal analysis, or closely related area; and at least one (1) year of progressively responsible research related work experience; or an equivalent combination of education and experience. Preference will be given to applicants with post-graduate level education.

Special Requirements:
Valid State Drivers License. Must be proficient with computers and other electronic equipment and software such as Word, Excel, Powerpoint, Outlook and Zoom.

(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:
Excellent reading, research and writing skill are mandatory and skilled at constitutional, legislative, statutory and regulatory interpretations and application. Must have knowledge of the origins of Indian tribal sovereignty, inherent powers of Indian tribal self-governance and Indian tribal nation building. Knowledge of the Navajo Nation, Federal and State Laws, regulation, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis. Skill in collecting, analysis and evaluation of information to arrive at sound conclusions recommendations. Skill in interpretation and analysis of legal and quasi-legal documents. Knowledge of the principles of the Diné Fundamental Laws.