

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

REQUISITION NO: DCD1368167

Date Posted: 09/23/13

POSITION NO: 208471

Closing Date: 10/04/13

CLASS CODE: 3831

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME: Local Governance Support Center - Northern Navajo Agency

DEPARTMENT NO: 136 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Report to the designated elected chapter official. Performs variable tasks of varying difficulty. Coordinates with elected officials, community and tribal officials in planning, implementing, supervising, orientation, training and monitoring approved chapter projects. Interprets local, tribal, county, state and federal policies related to the use of project funds. Researches and coordinates community needs assessments. Prepare, finalize and modify techniques to improve the quantity and quality of community input and participation. Develop and prepare chapter operating budgets, monitors expenditures, identify funding sources for projects, prepares grant proposals for community projects. Supervises chapter administrative staff and assigned staff, implements Chapter management policies and procedures, ensures compliance with applicable policies and procedures, prepares progress reports. Follow up on documents submitted by the chapter to other departments and the executive offices. Attends all chapters and planning meetings, conferences, seminars on behalf of the chapter. Prepares monthly and quarterly expenditures reports, payroll, RDPs and other needed financial paper work for processing of payments and/or disbursements of funding allocations. Make regular and periodic visits to home and work project sites. Establishes and maintains a two-way flow of information between the community, tribal government, and outside agencies by attending meetings, seminars, and conference.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's Degree in Business or related field; and

**Experience:**

Four (4) years experience in working with chapters in the area of community and/or economic development; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Ability to work with little or no supervision. Ability to communicate effectively in the English and Navajo languages, ability to write technical and complex reports. Ability to interpret laws regulation and policies and makes decision in reference to them Ability to do research and provide orientation and training. Ability to operate computers and copy machine. **MUST BE BILINGUAL (Navajo/English).** Good knowledge of modern principles and practices of public or business administration, good knowledge of modern office methods and procedures, good knowledge of basic principles of budgetary/accounting matter. Must be bilingual (Navajo/English).

**License/Certification Requirements:**

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, **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*