

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

REQUISITION NO: DCD13514522

DATE POSTED: 10/18/17

POSITION NO: 202756

CLOSING DATE: OUF

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME / WORKSITE: DCD / Administrative Service Centers / Manuelito Chapter

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AI62A

WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,881.60 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.77 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Coordinates with elected officials and community members in planning, implementing and communicating development projects, plans, develops and administers the chapter's Five Management Systems in accordance with the Local Governance Act; researches, develops and implements the local governance initiatives, policies and procedures; interprets and provides training on the local governance act and ensures compliance.

Interprets policies relating to community projects, use of project funds, land issues and other chapter related matters; researches, coordinates and conducts community needs assessments; prepares and monitors contract and grant applications, proposals and other pertinent documents; provides technical assistance on research and development of proposals, resolutions, contracts, correspondence and other documents; represents the chapter in meetings; advocates on behalf of chapter members.

Develops and administers chapter budget, monitors expenditures, draft budget guidelines and justifications; identifies funding sources and requirements; supervises assigned staff; administers personnel management, procurement and property management activities; ensures compliance with applicable policies and procedures; maintains and monitors records management systems; prepares reports and correspondences.

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

**Minimum Qualifications:**

- A High School Diploma /GED supplemented by college level courses in Business or related field; and three (3) years of experience working in public or business administration in the area of community or economic development; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation is required.

***(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:**

Knowledge of modern principle and practices of public administration, administrative procedures and practices.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to chapter responsibilities.

Knowledge of budget and reporting systems, program analyses and performance measures.

Knowledge of chapter operational activities, mission and client services requirements.

Skill in developing and analyzing program operating systems, procedures, controls and budgets.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, providing advice and direction to staff.

Skill in establishing and maintaining effective working relationships.

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