

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

REQUISITION NO:	<u>DOH10412739</u>	DATE POSTED:	<u>10/26/16</u>		
POSITION NO:	<u>937616</u>	CLOSING DATE:	<u>11/09/16</u>		
POSITION TITLE:	<u>Community Resource Coordinator</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/New Dawn Program/Shiprock Agency, Shiprock, NM</u>				
WORK DAYS:	<u>M - F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>
WORK HOURS:	<u>40 hrs/wk</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Maintains and supervises day-to-day operation & activities of agency offices; responsible for the development, education & maintenance of various projects relating to food preservation, irrigation methods, landscaping & beautification activities in accordance with program goals & objectives; schedules & conducts workshops on gardening, irrigation methods, tree planting, food preservation & safety; plans, designs, develops plant care & provides maintenance of an ethno botanical garden for landscaping activities utilizing native trees, shrubs & herb species native to the climate; provides on-site demonstrations in planting, irrigating, caring & maintaining plants, trees, & shrubs, etc.; provides information & various safety measures/precautions when canning, freezing, drying or preparing various types of fruits & vegetables; may assist in providing food handler's training sessions. Maintains inventory & requisitions materials & supplies; prepares all necessary documents to order supplies & materials, ensures that all items ordered are accounted for. Assist in grant proposals; assists with budget preparation; ensures the proper maintenance & storage of tools & equipment; conducts field visits to schools, chapters, communities, fairs and related events in providing information. supervises seasonal staff, summer youth workers, may be delegated in the absence of supervisor.

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

**Minimum Qualifications:**

- A high school diploma or GED, supplemented by two (2) years of college education in community/human development health programs as related to food production (horticulture), storage and preservation; and two (2) years of experience in horticulture work.

*(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 Requirements:**

None required.

**Special Knowledge, Skills and Abilities:**

Knowledge of plant growth and characteristics, growth stimulants, plant diseases, insects and environmental control techniques.  
Knowledge of landscaping, horticulture practices, irrigation systems, maintenance and insect control.  
Knowledge of plant propagation techniques.  
Knowledge of fertilization techniques.  
Skill in the use of horticulture tools and equipment.  
Skill in oral and written communications.  
Skill in developing and maintaining effective interpersonal relationships.

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