

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD13316535

DATE POSTED: 11/05/18

POSITION NO: 202810

CLOSING DATE: 11/19/18

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME / WORKSITE: NNDCCD / Administrative Services Center / Coyote Canyon Chapter

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR62A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 35,755.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 17.19 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Maintains positive working relationship with elected officials, superiors, and community membership. Seeks training to cultivate teamwork. Establishes and practices internal controls to ensure assets and resources are protected against waste, fraud, and inefficiency as outlined in FMS policies. Develops & maintains the highest level of performance and good employee working relationship & conduct. Oversees all aspects of Human Resources for the Chapter. Monitors & ensures compliance with local policies for procuring goods & services at competitive prices. Monitors & safeguards all Chapter records in compliance with the Navajo Nation Access to Information and Navajo Nation Privacy Act and the FMS Manual. Plans and develops grant proposals for community infrastructure development. Monitors Chapter projects to ensure proper requirements are met. Attends meetings to improve staff development & improve job performances. Safeguards and accounts for all assets including, but not limited to, funds and property for which there is a custodial responsibility. Complies with Navajo Nation, Federal, and State Laws & Policies.

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.

(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 principles 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 analysis and performance measures.

Knowledge of chapter operational activities, mission and client service 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.