

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1364234
POSITION NO: 207603
CLASS CODE: 3831

Date Posted: 11/07/11
Closing Date: 11/21/11

POSITION TITLE: Community Services Coordinator
DEPARTMENT NAME: Local Governance Support Center
DEPARTMENT NO: 136 WORKSITE LOCATION: Cudei, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ SALARY:
Part-Time: No. of Hrs/Wk: 40 \$ 32,073.60 Per Annum
\$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Report to the designated supervisor at the Chapter. Coordinates with Elected Officials, community and tribal offices in planning, implementing, supervising, orienting, training and monitoring approved chapter project funds. Researches and coordinates community need assessments. Prepare, finalize and modify techniques to improve the quantity and quality of community input and participation. Follow-up on documents submitted by the chapter to departments and the executive offices. Make regular and periodic visits to homes and work project(s) sites. Establishes and maintains a two way flow of information between the community, tribal government and outside agencies by attending Chapter and community meetings, seminars and conferences. Keeps apprised on new developments within the tribal government. Makes arrangements for audits periodically. Administer procurement, personnel, fiscal, records and property management system. Develop and monitor chapter budget. Prepare chapter resolutions and pertinent documents; follow up and keeps the community informed. Ensures monthly financial reports of all Chapter transactions and expenditures are prepared and presented. Develop and prepare chapter proposals for projects and findings.

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 and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)

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 word processor, computers and fax 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.

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