

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

Requisition No: DCD1353050  
POSITION NO: 208411  
CLASS CODE: 3831

Date Posted: 03/28/11  
Closing Date: 04/08/11

POSITION TITLE: Community Service Coordinator  
DEPARTMENT NAME: Local Governance Support Center  
DEPARTMENT NO: 135 WORKSITE LOCATION: Churchrock Chapter  
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:**

Serves under the general supervision of the Sr. Program/Project Specialist and the direct supervision of the designated chapter official. Performs variable tasks of varying difficulty. Assists the chapter officials with planning, organizing and implementing goals, projects; interprets tribal, state, and federal policies relating to projects and funding; researches, develops, coordinates, monitors techniques to improve quantity/quality output.

Prepares, reviews contracts, grants, projects, interprets tribal, state, and federal policies relating to projects and funding; researches, develops proposals, resolutions and budgets. Attends all chapter and planning meetings, conferences, seminars on behalf of the chapters. Prepares monthly and quarterly expenditure reports payroll, RDP's and other need financial paper work for processing for payment and/or disbursement of quarterly allocations. Performs work as required.

**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 college transcripts, certificates, degree, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Ability to work with little or no supervision; communicates effectively in the English and Navajo languages; to write technical and complex reports; to comprehend and interpret laws, regulations and policies and make decisions in conformance with them; to research; to supervise; to work independently; to operate work processor, computers and fax machines; to provide orientations and trainings. Must be bilingual (Navajo/English); preferably reside within the boundaries of the assigned chapter.

**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**