

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1373805

Date Posted: 07/05/11

POSITION NO: 152761

Closing Date: 07/18/11

CLASS CODE: 3821

POSITION TITLE: Community Involvement Specialist

DEPARTMENT NAME: DCD/Local Governance Support Center

DEPARTMENT NO: 137 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R62A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 40

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Extensive communication and public relations in community development to chapters and communities. Serves as a resource and liaison person in matters related to community development activities; provide advice, expertise insight information and technical assistance to local communities on community projects, community development, chapter accounting, chapter policy development and chapter meetings. Collects data and conducts community needs assessment, evaluates and interprets data to chapter and local planning boards; makes regular and periodic field visits to local communities.

Project monitoring and on site monitoring of the Five Management System. Establishes and maintains a two-way flow of information between the communities and the tribal government; develops and modifies techniques to improve the quantity and quality of community input and participation. Assists in coordinating program services with all involved agencies and organizations to avoid duplication. Keep abreast of and informed on legislation involving tribal government and other entities; prepare report and participation in budgetary preparation. Five Management Training Sessions and conduct presentation on various topic; attend staff and chapter meeting.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Sociology or a related field; and

Experience:

four (4) years experience in community development projects related to social improvements; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Community Planning, ability to transmit accurate reports or presentation to local chapters and its communities. Ability to establish and maintain effective working relationships with Chapter Officials, Council Delegates and LGSC staff and outside resources agencies. Knowledge of Title 26/LGA, able to train the Chapter Officials/Chapter staff and other resource on Five Management System. Basic Accounting skill preferably governmental and non-profit accounting. Basic computer skills and use of applications such as Microsoft Word, Excel and PowerPoint and the use of standard office equipment such as calculators, telephones, printers, etc. Ability to communicate effectively both orally and in writing with diverse audiences and convey information that is understandable.

License/Certification Requirements:

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