

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

REQUISITION NO:	<u>EPA0153824</u>	Date Posted:	<u>07/05/11</u>
POSITION NO:	<u>936108</u>	Closing Date:	<u>07/18/11</u>
CLASS CODE:	<u>3032</u>		
POSITION TITLE:	<u>Senior Environmental Specialist</u>		
DEPARTMENT NAME:	<u>NNEPA-Air Quality Control/Operating Permit Program</u>		
DEPARTMENT NO:	<u>015</u>	WORKSITE LOCATION:	<u>Fort Defiance, AZ</u>
WORKS DAYS/HOURS:		POSITION TYPE:	GRADE: <u>R66A</u>
DAYS: <u>Mon-Fri.</u>	Permanent: <input checked="" type="checkbox"/>	SALARY	
HOURS: <u>8:00am-5:00pm</u>	Temporary: <input type="checkbox"/>	Duration: <u>\$ 45,011.20</u>	Per Annum
	Part-Time: <input type="checkbox"/>	No. of Hrs/Wk: <u>40</u>	<u>\$ 21.64</u> Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under direction of the Program Supervisor conduct periodic review of a wide variety of complex environmental issues; research, review, and interpret existing Air Regulations, Proposed Regulations, Proposed Revisions, and all regulations pertaining to the Air Quality Control Program. Analyze and coordinate proposed Open Burn Regulations to completion, process the Open Burn Regulations through SAS, NNEPA oversight committee approval, and implement the Open Burn Regulations. Review strategies that address environmental concerns, address citizen complaints, initiates corrective actions by determining the most reasonable approach in obtaining compliance with established regulations to a compliant/concerns. Participate in workgroups with other sections of the Air Quality Control Program. Participate in meetings with supervisor to discuss regulation development, including strategy, guidance, updates, goals, deliverables; office duties; i.e. data-base of open burn applications, open burn permits, fees, compliance, and enforcement. Attend meetings such as Navajo Nation Council, Resource and Infrastructure Committee; visit source locations, conference calls related to regulations, and community outreach. May be assigned to assist where personnel is needed, that will broaden the employees knowledge in Air Quality.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Environmental Policy, Environmental Science, Physical Science, Chemistry, Biological, or a closely related field; and

**Experience:**

Four (4) years experience in working with environmental programs and/or projects, or an equivalent combination of education, training and experience which provides the capabilities to performed the described duties.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of Federal & Tribal Environmental Laws, use of computer applications and ancillary equipment: skill in public outreach, planning, problem solving, and utilizing variety of components of a computer. Depending on the needs of the Nation, some incumbents may be required to demonstrate fluency in both Navajo and English languages.

**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: 01-15-99**