THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DCD13310593**	DATE POSTED:	**08/31/15**
POSITION NO:	**202830**	CLOSING DATE:	**09/22/15**
POSITION TITLE:	**Community Service Coordinator**		
DEPARTMENT NAME / WORKSITE:	**DCD/Administrative Service Center - Tohatchi Chapter**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AB62A**
WORK HOURS:	**8 am - 5 pm**	PART TIME:	☐	NO. OF HRS./WK.:	$ **34,028.80**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **16.36**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Coordinates with elected officials and community members in planning, implementing, and communicating development projects; plans, develops and administers the chapter's five management systems in accordance with the local governance act; researches, develops and implements the local governance initiatives, policies and procedures; interprets and provides training on the local governance act and ensures compliance.

Interprets policies relating to community projects, use of project funds, land issues and other chapter related matters; researches, coordinates and conducts community needs assessments; prepares and monitors contract and grant applications, proposals and other pertinent documents; provides technical assistance on research and development of proposals, resolutions, contracts, correspondence and other documents; represents the chapter in meetings; advocates on behalf of chapter members.

Develops and administers chapter budget, monitors expenditures, drafts budget guidelines and justifications; identifies funding sources and requirements; supervises assigned staff; administers personnel management, procurement and property management activities; ensures compliance with applicable policies and procedures; maintains and monitors records management systems; prepares reports and correspondence.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED supplemented by six (6) college credits; and two (2) years of experience working with chapters in the area of community and/or economic development or as a Chapter Accounts Maintenance Specialist.

Preferred Qualifications:

- An Associate's degree in Business or Public Administration, Planning or related field.
- One (1) year of supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

(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 principle 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.
Skills in developing and analyzing program operating systems, procedures, controls, and budgets.
Skills in preparing and developing documents and reports, computer databases and spreadsheet files.
Skills in managing staff and complex internal relationships, providing advice and direction to staff.
Skills 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.