

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

REQUISITION NO: <u>DED01412474</u>	DATE POSTED: <u>09/06/16</u>	
POSITION NO: <u>241747</u>	CLOSING DATE: <u>09/19/16</u>	
POSITION TITLE: <u>Senior Economic Development Specialist</u>		
DEPARTMENT NAME / WORKSITE: <u>DED-Administration / St. Michaels, AZ</u>		
WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB66A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>47,756.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>22.96</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Under direction of the Division Director reports, evaluates and promotes the implementation of division projects pursuant to the overall economic development plans, organizational strategies, and coordination of economic development projects: Performs standard economic, financial, construction and project management valuation analysis based upon but not limited to rate of return, internal rate of return and appropriate return for economic development projects; Reports standard periodic technical, financial analysis regarding market trends, benchmarks and movements that provide insights to market opportunities and/or threats to the Navajo Nation; Works with division management in standardizing and maintaining division project activities, measuring projects through their stages of development – land withdrawal, archeological clearances, environmental assessments, land survey, site plan, architectural plan and design, feasibility studies, and construction; Standardize and establish background checks and due diligence capacity within the division on individuals and businesses that express plans to conduct business on the Navajo Nation; Meet and negotiate on behalf of the Division Director with various heads of organization (i.e. CEO, CFO, etc.) in an attempt to attract new projects and initiatives in new areas of development; Develop legislative proposals creating Navajo Nation incentive which attracts all sectors of industries to locate or relocate to Navajo lands. Incentives include issues on taxes, no taxes, credits, research and development credits, job training credits, leasing, and utilities.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business Administration, Economics or closely related field, and four (4) years experience in economic development and management.

**Special Requirements:**

- Possess a valid driver license.

***(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 in operating MS Excel statistical and analytical tools and apply to work proficiently; Mathematical, financial, analytical and critical thinking skills; Skill in oral and written communications and presentations (must be bilingual); Possess skill in understanding and interpreting complex business laws, rules, regulations, policies, and guidelines; Possess skill in understanding business plans and financial statements.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**