

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1357215

Date Posted: 11/19/12

POSITION NO: 208432

Closing Date: 12/04/12

CLASS CODE: 3831

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME: Local Governance Support Center

DEPARTMENT NO: 135 WORKSITE LOCATION: Mariano Lake, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R62A

Days: MON - FRI

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 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 chapter. Prepares monthly and quarterly expenditure reports payroll, RDP's and other needed 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/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Ability to work with little or no supervision, communicate 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 word processor, computers and fax machines; to provide orientations and trainings. Must be bilingual (Navajo/English); preferably reside within the boundaries of the assigned chapter.

License/Certification Requirements:

Valid state driver's license, ***preferred***.

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