

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

REQUISITION NO: DCD1344333

Date Posted: 11/21/11

POSITION NO: 202767

Closing Date: 12/06/11

CLASS CODE: 3831

POSITION TITLE: Community Services Coordinator

DEPARTMENT NAME: DCD/Local Governance Support Center

DEPARTMENT NO: 134 WORKSITE LOCATION: Low Mountain Chapter

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R62A

Days: \_\_\_\_\_

Permanent:

SALARY: \_\_\_\_\_

Hours: \_\_\_\_\_

Temporary:

Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Report to the designated elected chapter official. Coordinates with elected officials, community and tribal officials in planning, implementing, supervising, orientation, training and monitoring approved chapter projects. Interpret local, tribal, county, state and federal policies relating to use of project funds. Researches and coordinates community needs assessments. Prepare, finalize and modify techniques to improve the quantity and quality of community input and participation. Follow up on documents submitted by the chapter to other departments and the executive offices. Make regular and periodic visits to home and work project sites. Establishes and maintains a two-way flow of information between the community, tribal government, and outside agencies by attending meetings, seminars, and conferences. Develop and monitor chapter budgets.

**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; Ability to communicate effectively in the English and Navajo Language; Ability to write technical and complex reports; Ability to interpret laws, regulations, and policies and make decisions in conformance with them; Ability to do research and provide orientation and training; and Ability to operate word processors, computers and fax machine.

**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: 1-15-99*