

### **SENIOR ECONOMIC DEVELOPMENT SPECIALIST**

**DEFINITION:** Under general supervision, performs promotional economic development activities of considerable difficulty and complexity; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Prepares bid advertisements and requests for proposals; reviews and analyzes a variety of business and industrial proposals with regard to potential joint venture, management agreements and compliance with the Navajo Business Preference Program; attends and monitors pre-bid, bid opening and pre- construction meetings; recommends approval or denial of proposals and applications for certification/recertification with the Navajo Business Preference Program.

Negotiates and prepares contracts, leases, professional service contracts and agreements with outside entities and tenants; prepares business plans and financial projections for clients applying for business related loans; prepares grant applications; presents plans and applications to appropriate oversight committees; administers contracts and funds for approved projects; promotes economic development programs and provides technical advice and training at workshops, orientations and conferences.

On assigned construction projects, monitors and reviews documents, field orders, change orders and inspection reports; ensures proper clearances, environmental assessments and right-of-way agreements; conducts site visits to monitor progress and compliance; maintains logs and records to document findings; prepares and presents reports to appropriate oversight committees regarding projects status and progress.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of economic and community development.

Knowledge of project/program planning, development and evaluation.

Knowledge of Navajo Nation economic and industrial resources and potential.

Knowledge of state laws, regulations, and guidelines governing all aspects of Tribal operations.

Knowledge of economic and feasibility studies development.

Knowledge of grant, proposal and budget preparation and administration.

Skill in coordinating and prioritizing multiple tasks, projects, and program activities.

Skill in negotiating and administering contracts.

Skill in researching, analyzing and reporting data.

Skill in oral and written communications and presentations to a wide variety of audiences.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.

Skill in establishing cooperative work relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves mainly general office environment with occasional site inspection of construction sites with potential exposure to a variety of weather conditions, moving equipment and machinery, and other construction hazards. There is occasional need to stand, stoop, walk, and perform similar actions during the course of the workday.

#### **MINIMUM QUALIFICATIONS:**

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

THE NAVAJO NATION

Class Code: 3402  
Community and Economic Development Series  
Economic Development Group  
Overtime Code: Exempt  
Pay Grade: 66

**SENIOR ECONOMIC DEVELOPMENT SPECIALIST**

**PREFERRED QUALIFICATIONS:**

- A Master's Degree in Business Administration, Economics or closely related field.
- Two (2) years of experience in business and economic development.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.