

### **ECONOMIC DEVELOPMENT SPECIALIST**

**DEFINITION:** Under general supervision, performs work of considerable difficulty with responsibility to promote economic development activities on the Navajo Nation; 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:**

Assists with commercial and industrial development projects and planning; acts as liaison and actively promotes the commercial, industrial, and other potential of the Navajo Nation; establishes and maintains contact with industrial firms, businesses and related entities to pursue, explore and foster their interest in Navajo economic development projects; assists or conducts feasibility studies, surveys, research and related activities.

Provides information and technical assistance to chapters, clients, committees and other groups pursuing economic development interests with the Navajo Nation; facilitates completion and timely submission of appropriate documentation; advises on lease negotiations and other contracts; coordinates the application process for Navajo business loans; guides clients in applying for secondary state/federal lending organizations.

Prepares required reports; participates in meetings; attends training, seminars, conferences, and conventions; collaborates with federal, state and local entities regarding economic and related tourism opportunities within the Navajo Nation.

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

Knowledge of the principles and practices of public administration and economic/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 Navajo Nation operations.  
Knowledge of grant, proposal and budget preparation and administration.  
Skill in coordinating and prioritizing multiple tasks, projects and program activities.  
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 a minimum of physical effort in an office setting. There is occasional need to stand, stoop, walk, and perform similar actions during the course of the workday. Occasional travel may be required.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Business Administration, Economics or closely related field, and one (1) year experience in economic development and management.

#### **PREFERRED QUALIFICATIONS:**

- Two (2) year experience in economic development, real estate or business site leasing.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 3403  
Community and Economic Development Series  
Economic Development Group  
Overtime Code: Exempt  
Pay Grade: 63

**ECONOMIC DEVELOPMENT SPECIALIST**

**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.