

INDUSTRIAL DEVELOPMENT SPECIALIST

DEFINITION: Under general supervision, performs work of considerable difficulty in industrial feasibility and development activities; 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:

Plans and oversees industrial development strategies and programs; promotes Navajo Nation industrial development programs and provides technical advice and training at workshops, orientations and conferences; evaluates programs to ensure conformity with laws and regulations; performs feasibility studies and analysis of industries; leads a multi-disciplinary project development team to gather, analyze and make recommendations regarding data on major development issues.

Serves as the point of contact between the Nation and prospective industry; prepares project goals, objectives, budget and schedule; coordinates or obtains required site clearances, project funding; requests and negotiates for professional services; negotiates commercial leases in compliance with applicable laws and processes; administers and controls professional services and other contracts, and construction activities; reviews progress and processing pay requests.

Negotiates contracts, leases, professional service contracts and agreements with outside entities and tenants; reviews and prepares business plans and financial projections for clients applying for business related loans; reviews and prepares grant applications; presents plans and applications to appropriate oversight committees; oversees administers contracts and funds for approved projects; troubleshoots and resolves implementation problems.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of public administration and administration and development.

Knowledge of the nature and operations of an industry or industries.

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 industrial and construction sites with potential exposure to a variety of weather conditions, moving equipment and machinery, and other potential hazards. There is occasional need to stand, stoop, walk, and perform similar actions during the course of the workday.

THE NAVAJO NATION

Class Code: 3404
Community and Economic Development Series
Economic Development Group
Overtime Code: Exempt
Pay Grade: 67

INDUSTRIAL DEVELOPMENT SPECIALIST

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration, Industrial management or closely related field; and five (5) years experience in industrial development, management, and industrial production operations; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Possession of a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit required.

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.