

COMMUNITY LIAISON

DEFINITION: Under general supervision; performs work of moderate difficulty assisting with the relocation of families impacted from public domain decisions; included are families, ranchers, farmers, home owners, and various land users impacted from such decisions; 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:

Conducts site visits to ascertain any problems or issues relocates may have with their health, environment or land disposition; attends planning meetings with outside organizations regarding planning and implementation of infrastructure development for chapters impacted by mining, oil, gas companies; meets with environmental organizations and governmental agencies to lessen impact of relocation.

Coordinates, mediates and implements plans on environmental issues and concerns; performs administrative work with various offices; prepares required reports, correspondence, proposals, etc.; performs public relations to persuade traditional Navajos to cooperate, and discusses issues with organizations/corporations on relocation and/or environmental issues.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation and federal laws on relocation policies and decisions

Knowledge of Navajo culture and community programs assisting relocation efforts.

Knowledge of the type and kind of public service programs available to the general public.

Knowledge of impact of mining operation upon relocates.

Skill in persuasion and discussion in a highly political environment.

Skill in explaining and interpreting scientific findings and their relationship to individuals.

Skill in oral and written communications.

Skill in developing and maintaining effective interpersonal relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves traveling on primitive roads and rough terrain.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business or Public Administration, Sociology or related field; and one (1) year experience working with the public and community members.

PREFERRED QUALIFICATIONS:

- Two years working with community members.
- Possess a valid state driver's license.

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.