

COMMUNITY SERVICES COORDINATOR

DEFINITION: Under general supervision, performs administrative tasks of moderate difficulty in assisting elected officials and chapter members in planning and implementing local economic and community development projects; 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:

Coordinates with elected officials and community members in planning, implementing, and communicating development projects; plans, develops and administers the chapter's five management systems in accordance with the local governance act; researches, develops and implements the local governance initiatives, policies and procedures; interprets and provides training on the local governance act and ensures compliance.

Interprets policies relating to community projects, use of project funds, land issues and other chapter related matters; researches, coordinates and conducts community needs assessments; prepares and monitors contract and grant applications, proposals and other pertinent documents; provides technical assistance on research and development of proposals, resolutions, contracts, correspondence and other documents; represents the chapter in meetings; advocates on behalf of chapter members.

Develops and administers chapter budget, monitors expenditures, drafts budget guidelines and justifications; identifies funding sources and requirements; supervises assigned staff; administers personnel management, procurement and property management activities; ensures compliance with applicable policies and procedures; maintains and monitors records management systems; prepares reports and correspondence.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of public administration, administrative procedures and practices.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to chapter responsibilities.

Knowledge of budget and reporting systems, program analysis and performance measures.

Knowledge of chapter operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, and budgets.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, providing advice and direction to staff.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED supplemented by college level courses in Business or related field; and two (2) years of experience working in public or business administration in the area of community or economic development.

THE NAVAJO NATION

Class Code: 3831
Community Education and Counseling Series
Community Services Group
Overtime Code: Exempt
Pay Grade: 62

COMMUNITY SERVICES COORDINATOR

PREFERRED QUALIFICATIONS:

- An Associate's degree in Business or Public Administration, Planning or related field.
- One (1) year of supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

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.