

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

POSITION NO.: 210308	Requisition No.: DCD1379530
CLASS CODE: 3831	Date Posted: 6/8/2009
POSITION TITLE: Community Services Coordinator	Closing Date: 6/19/2009
DEPARTMENT NAME: Local Governance Support Center	
DEPARTMENT NO.: 137	WORKSITE LOCATION: TOLANI LAKE CHAPTER
WORK DAYS/HOURS: Days: 5 Monday-Friday Hours: 80 8:00am - 5:00pm	POSITION TYPE: Permanent: X Temporary: _____ part-time: _____
	GRADE: N620A SALARY: \$ 30,950.40 Per Annum \$ 14.88 Per Hour
	Duration: _____ No of Hrs/Wk: _____

DUTIES AND RESPONSIBILITIES:

Works under the general supervision of the Sr. Program & Project Specialist and under the direct supervision of the Sr Project Specialist and the direct supervision of the designated chapter official. Performs variable tasks of varying difficulty. the chapter officials with planning, organizing and implementing goals, projects; interprets tribal, state, and federal policies projects and funding; researches, develops, coordinates, monitors techniques to improve quantity/quality output. Prepares, contracts, grants, projects, interprets tribal, state, and federal policies relating to projects and funding; researches, develops, monitors techniques to improve quantity/quality output. Prepares, reviews, contracts, grants, projects, interprets tribal, state, policies relating to projects and funding; researches, develops proposals, resolutions and budgets. Attends all chapter and meetings, conferences, seminars on behalf of the chapters. Prepares monthly and quarterly expenditure reports, payroll, needed financial paper work for processing for payment and/or disbursement of quarterly allocations. Performs work as

QUALIFICATION REQUIREMENTS:

An Associate's degree in Business or related field; and

Experience:

four (4) years experience in working with chapters in the area of community and/or economic development; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

License/Certification Requirements:

Must have a valid state Drivers License and a Tribal Permit.

Special Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with Chapter Officials, Council Delegates, LGSC resource agencies. **Knowledge of basic accounting principles, preferably government and non-profit includes application of Fund Accounting Software.** Must be able to operate calculators, telephones, machines. Ability to communicate effectively both orally and in writing with diverse audiences and convey understandable and accurate. Prefer bilingual ability to speak in English and Navajo Language. Ability to do orientations/trainings, interpret laws, regulations, and policies.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT