

THE NAVAJO NATION
 Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

POSITION NO.:	<u>210305</u>	Requisition No.:	<u>DCD1379531</u>
CLASS CODE:	<u>3831</u>	Date Posted:	<u>06/08/09</u>
POSITION TITLE:	<u>COMMUNITY SERVICE COORDINATOR</u>		
DEPARTMENT NAME:	<u>Local Governance Support Center</u>		
DEPARTMENT NO.:	<u>137</u>	WORKSITE LOCATION:	<u>OLJATO CHAPTER</u>
WORK DAYS/HOURS:	<u>5 Monday-Friday</u>	POSITION TYPE:	<u>GRADE: N620A</u>
Days: <u>5</u>	<u>Monday-Friday</u>	Permanent: <u>X</u>	SALARY:
Hours: <u>80</u>	<u>8:00am - 5:00pm</u>	Temporary: _____	<u>\$ 30,950.40</u> Per Annum
		part-time: _____	<u>\$ 14.88</u> 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 Program & Project Specialist and the direct supervision of the designated chapter official. Performs variable tasks of varying difficulty. Assists the chapter officials with planning, organizing and implementing goals, projects; interprets tribal, state, and federal policies relating to projects and funding; researches, develops, coordinates, monitors techniques to improve quantity/quality output. Prepares, reviews contracts, grants, projects, interprets tribal, state, and federal policies relating to projects and funding; researches, develops, coordinates, monitors techniques to improve quantity/quality output. Prepares, reviews, contracts, grants, projects, interprets tribal, state, federal policies relating to projects and funding; researches, develops proposals, resolutions and budgets. Attends all chapter and planning meetings, conferences, seminars on behalf of the chapters. Prepares monthly and quarterly expenditure reports, payroll, RDP's and other needed financial paper work for processing for payment and/or disbursement of quarterly allocations. Performs work as required.

QUALIFICATION REQUIREMENTS:

An Associate's degree in Business or related field;

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. **(to receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with Chapter Officials, Council Delegates, LGSC Staff and outside resource agencies. Knowledge of basic accounting principles, preferably government and non-profit accounting. Computer skills that includes application of Fund Accounting Software. Must be able to operate calculators, telephones, computers, typewriters, and fax machines. Ability to communicate effectively both orally and in writing with diverse audiences and convey information that is understandable and accurate. Prefer bilingual ability to speak in English and Navajo Language. Ability to do research and provide 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.