

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

POSITION NO.:	152761	Requisition No:	DCD1379638
CLASS CODE:	3821	Date Posted:	7/6/2009
POSITION TITLE:	Community Involvement Specialist		
DEPARTMENT NAME:	Local Governance Support Center		
DEPARTMENT NO.:	137	WORKSITE LOCATION:	Tuba City, Arizona
WORK DAYS/HOURS:	POSITION TYPE:		GRADE: N620A
Days: 5 Monday-Friday	Permanent: X	SALARY:	
Hours: 80 8:00am - 5:00pm	Temporary: _____	\$30,950.40 Per Annum	
	part-time: _____	No of Hrs/Wk: _____	\$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the general direction, performs liaison and technical duties of average difficulty in assisting chapters and local communities in planning, organizing, implementing, and coordinating community support for immediate and long range community development; and performs related work as required.

Extends communication and public relations in community development to chapters and communities; serves as a resource and liaison person in matters related to community development activities; provides advise, expertise, insight, information, and technical assistance to local communities on community development trends; collects data and conducts community needs assessments; evaluates and interprets data to chapter and local Planning Boards; makes regular and periodic field visits to homes, communities, and work project sites; establishes and maintains a two way flow of information between the communities and the tribal government develops and modifies techniques to improve the quantity and quality of community input and participation; assists in coordinating program services with all involved agencies and organizations to avoid duplication of effort; assists in developing community resources to meet identified needs; keeps abreast of and informed on legislation involving tribal government, prepares reports and attends staff meetings as required.

QUALIFICATION REQUIREMENTS:

Experience:

An Associate's degree in Sociology or a related field; and four (4) years experience in community development projects related to social improvements; 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 transcript, 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 the Navajo Culture and communities; knowledge of the Navajo Nation's economic and community development goals; knowledge of economic, population and sociological trends and impact of land development and community planning on the Navajo Reservation.

VETERANS' PREFERENCE APPLIES

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