



**Kayenta Township Commission**  
**P.O. Box 1490**  
**Kayenta, Arizona 86033**  
**Phone (928) 697-8451 Fax (928) 697-8461**

## **ANNOUNCEMENT TO SERVE AS A BUSINESS SITE LEASING COMMITTEE**

**POSITION:** Business Site Leasing Committee Member

**OPENING:** For One (1) Committee Member

**DUE DATE:** Open Until Filled (OUF)

### **ESTABLISHMENT AND COORDINATION OF COMMITTEE:**

The Kayenta Township Commission adopted and approved the Business Site Leasing Committee by Resolution No.: KTCM-09-08 (March 15, 2008) to be an oversight and approving entity that will have the authority to approve Kayenta Township Business Site Leases and Related Documents in accordance with Subchapter 2 of Chapter 9 of Township Lease Ordinance, Regulations, Management and Administrative Plans.

The Business Site Leasing Committee will consist of five (5) members as follow:

- Township Town Manager
- Township Director of Finance Department
- Township Director of Community Development Department
- Kayenta Community Members (2)

❖ The BSL Committee by-laws and rule of orders has been established and approved.

### **DUTIES AND RESPONSIBILITIES:**

- Abide by the established Committee by-laws and rule of orders
- Ensure the compliance of BSL Regulations, Administrative, General Management Plans of the Township and the Navajo Nation
- Ensure compliance of Township rules, regulations, ordinances, policies and procedures
- Ensure all appropriate protocol were complied and adhered
- Ensure that fair, reasonable and equitable lease rate was negotiated
- Will review and discuss the resolution to approve or disapprove the business site leases
- Will approve or disapprove the business site leases

### **QUALIFICATIONS AND KNOWLEDGEMENT:**

- Be a Kayenta Chapter and Township registered voters
- Committee member cannot be a public official; elected or appointed office in any governmental body of the Navajo Nation, including grazing committee members
- Must have knowledge in real estates, business, finance, planning, community relations
- Must have knowledge of management and leasing activities
- Must have knowledge of municipal government law, regulations and ordinances
- Must have knowledge and understanding of a small community economic development

If interest in applying for the BSL Committee Members, contact the Kayenta Township Administration at (928) 697-8451. When applying for the BSL Committee, please submit your letter of interest and resumé. For further and additional information, please contact Mr. Hygi Waetermans, Town Manager or Ed Whitewater, Director of Economic Development Department at the above telephone number.