

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OPV0029718</u>	DATE POSTED:	<u>01/12/15</u>		
POSITION NO:	<u>243184</u>	CLOSING DATE:	<u>01/26/15</u>		
POSITION TITLE:	<u>Administrative Services Officer (ASO)</u>				
DEPARTMENT NAME / WORKSITE:	<u>OPVP/Telecommunications Regulatory Commission / Window Rock, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB64A</u>
WORK HOURS:	<u>8:00 AM - 5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 40,414.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 19.43</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Oversees the management process of a division, department, program or project, which includes fiscal/property management, contract and grants administration, personnel management, budget administration, general accounting and the development of various reporting procedures and guidelines; organizes, implements and coordinates administrative activities; supervises program or staff to achieve organizational goals and objectives. Develops, presents and administers the programs annual budget; ensures compliance with funding requirements, provides accounting and expenditure control; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability; prepares grant proposals to acquire funds in support of programs or projects. Communicates regularly on program and/or project activities through reports, presentations and meetings; provides technical assistance to other departments and tribal entities; interprets relevant policies, procedures and standards; reviews proposed or pending legislation for impact on program and/or project activities; conducts research and analysis of proposals, legislation, and/or funding requests; represents program and/or department with tribal officials, governmental representatives and the public. Ensure funds are dispersed timely and appropriately. Must have the ability to review rulemakings and notifications for the State utility commissions and Federal Communications Commission (FCC), as well as other agencies that are engaged in telecommunications, to determine if the NNTRC Office should intervene or submit comments. Review for completeness for the Director's submissions to State and Federal Agencies. May be required to present or deliver the message of the Director and to respond to questions pertaining to the topic being discussed, in the absence of the Director. Shall sustain the duties of the office to ensure the protocols and controls are properly adhered to. This shall include the responsibility of ensuring fiscal accountability and obligations are met.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Public or Business Administration or a closely related field; and two (2) years of administrative experience.

Preferred Qualifications:

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration; knowledge of Navajo Nation, Federal and State Laws, Regulations, Rules and Guidelines; Knowledge of Budget Preparation and Reporting Systems, and Performance measures; Knowledge of general principles of supervision and personnel management, procedures and practices, including record keeping and data security methods and techniques; Skill in developing and analyzing financial systems, procedures and controls and budgets; Skill in managing staff and complex internal relationships, maintaining open communications and effective working relationships with telecommunications industry management.

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