

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOT10113174</u>	DATE POSTED: <u>01/23/17</u>		
POSITION NO: <u>242453</u>	CLOSING DATE: <u>OUF</u>		
POSITION TITLE: <u>Program Manager I</u>			
DEPARTMENT NAME / WORKSITE: <u>NDOT / Airports Management / TseBonito, NM</u>			
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB67A</u>	
WORK HOURS: <u>40 hours week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>52,062.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>25.03</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Manage Airports Management through effective and efficient supervision; exercises supervisory control over department staffs and ensure productivity and accountability; conducts performance appraisals for staff; prepares annual budget, monitor close out process for budget, develops expenditures controls for department budget. Represent program on behalf of the Navajo Nation; interacts with outside organizations and public in development of airport program, airport maintenance plan, development of Navajo Nation airport facility; seek external funding for program and ensures compliance with reporting and funding source requirement. Strengthen program activities and implement internal control mechanism through development of procedures and guidelines in maintaining program accountability; assures reports submitted by section relates to the policies and position of the department. Actively participates in development of Navajo DOT annual strategic and ensures that annual preliminary project priorities are implemented and processed in a timely manner; conducts annual review of department plan of operation. General knowledge of runway, taxiway and apron structural pavement section design.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor of Science degree in Aviation, Business Administration; Engineering or related field and five (5) years experience in airport management and road and airport maintenance; two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- Possess a valid state driver's license.

(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:

First Aid/CPR Certified; Flagger Certification, Clerical Duties: Faxing, Xeroxing, Reporting, Data Entry, Verbal/Written Certification. Demonstrate some fluency in both the Navajo and English language. Process Federal Aviation Regulations Part 107, 139, NOTAMs and ensures airfield and airspace safety.

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