THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**LB0089823**	DATE POSTED:	**01/26/15**
POSITION NO:	**208837**	CLOSING DATE:	**02/06/15**
POSITION TITLE:	**Assistant Department Manager**		
DEPARTMENT NAME / WORKSITE:	**LB/Navajo Election Administration, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB68A
WORK HOURS:	8:00am - 5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 56,721.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 27.27	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Assist in management of agency election offices and central offices in the administration of program policies. Give instructions and assign tasks and supervision of office personnel. Apprise and update staff on all latest development of personnel matters and assist program director in the annual evaluation of employees. Assist in carrying out Board directives. Maintain and keep current on election code amendments; rules and regulations and Board. Assist and coordinate with the staff in registering as many voters as possible maximizing total voter turnout for tribal , state, and federal elections. Assist the program director and the Board in performing and completing its responsibilities as set forth in their goals and objectives, policies, rules, regulations and financial information. Assist the administration in preparing annual department and Board budget, reports, memoranda and correspondences, monitor the program budget and expenditures through the fiscal year.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a program related discipline; and six (6) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- Master's degree in Public Administration, Business Administration or a program related discipline.

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:

Must be knowledgeable in computer software and computer literate. Must be able to speak fluently in Navajo and English language.

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