

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00813266
POSITION NO: 202032
POSITION TITLE: _____

DATE POSTED: 02/13/17
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Navajo Election Administration / Window Rock, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB71A
WORK HOURS: 40 hrs./wk. PART TIME: NO. OF HRS./WK.: _____ \$ 73,507.20 PER ANNUM
SEASONAL: DURATION : _____ \$ 35.34 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Strong managerial ability in program, budgetary, personnel, internal control. Strong time management and manpower management. Ability to motivate subordinates to achieve results, adapt to technological change, procedural change and/or stress/crisis management. Management to achieve results, meet deadlines and adapt to variances in conditions. Effective communicator. Ability to work with various groups and/or public individuals. Develop strong and appropriate documents for reporting, officials and groups. Provide strong support and recommendations on programmatic issues. Work with other inter-departments of the Nation to provide services, information, policies, analyze and develop proposals and legislation. Attend departmental, division and governance meetings as department representative and the general public.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Public Administration, Business Administration or a related field; and eight (8) years of administrative or management experience, six (6) years of which must have been in a supervisory capacity.

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:

Depending upon the needs of the Nation, some incumbents of the class must be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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