

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0642875

Date Posted: 02/14/11

POSITION NO: 946751

Closing Date: 02/28/11

CLASS CODE: 1981

POSITION TITLE: Senior Management Analyst

DEPARTMENT NAME: Office of Planning, Research and Evaluation

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N66A

Days: M-F

Permanent:

SALARY:

Hours: 8 AM - 5 PM

Temporary:

Duration: _____ \$ 43,451.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Conduct complex organizational and procedural analysis; evaluates recommended organizational changes and reports on the merit of the recommendations; conducts financial studies to determine the availability of resources for funding current or new programs; designs, develops, and provides technical assistance with establishing and implementing recommendations. Performs a comprehensive analysis of special projects and prepares reports as requested; interprets and implements new alternatives for improving business/operational policies and procedures. Advises programs and departments on budget problems, policies, and procedures and assists them with the maintenance of property and budgetary controls; provides planning, conducting feasibility studies/assessments, proposal writing, preparing progress reports, research and technical support services; assists with the study of the interflow of data collection and control systems.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration, Government Management, Industrial Engineering or closely related area; and

Experience:

Four (4) years of progressive responsible work experience in public administration, research, and finance; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of advance management and organizational practice with a comprehensive knowledge of planning, programming, budgeting. Knowledge of organizational relationships. Knowledge of analytical and evaluative methods and practices applied within the public sector. Knowledge of legislative and economic issues affecting the Navajo Nation. Skills in analytical and evaluative judgment; preparing briefings and reports. Must have excellent oral and written skills.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99