

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>OPV0848524</u>	DATE POSTED: <u>02/18/14</u>	
POSITION NO: <u>217986</u>	CLOSING DATE: <u>03/03/14</u>	
<b>ADMINISTRATIVE SERVICES OFFICER</b>		
<b>DEPARTMENT NAME / WORKSITE: <u>NAVAJO NATION WASHINGTON OFFICE / WASHINGTON, D.C.</u></b>		
WORK DAYS: <u>5+ per week</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Z64A</u>
WORK HOURS: <u>40+ per week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>44,886.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	Duration: _____ \$ <u>21.58</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 department, program or project 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, presentation 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.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(In order 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, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting; Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting; Knowledge of general principals 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, budgets and forecasts; Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and council to tribal and other governmental officials; Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

**Special Requirements:**

Knowledge of the Navajo Nation and Federal Governments processes is a plus.

**VETERANS PREFERENCE APPLIES**

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