

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

REQUISITION NO:	DNR05817612	DATE POSTED:	04/10/19
POSITION NO:	241950	CLOSING DATE:	04/23/2019 5:00pm
POSITION TITLE:	<b>Assistant Department Manager</b>		
DEPARTMENT NAME / WORKSITE:	DNR/Parks and Recreation /Window Rock, AZ		
WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8am - 5pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	NO. OF HRS./WK.:	_____
NON-SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
		DURATION :	_____
		TEMPORARY:	<input type="checkbox"/>

GRADE/STEP:	AR68A
\$	58,448.00
	PER ANNUM
\$	28.10
	PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Manage and oversee the operation of the department in the absence of the Department Manager and perform all duties and responsibilities thereto including signing documents, attend meetings, approve expenditures, respond to request or instructions from upper management, and provide direction to department staff. Over the tribal park operations and supervisee Park Manager by approving leave, travel and meet monthly with Park Manager and staff. Prepare objectives for Park manager and evaluate performance on quarterly and annual basis. Prepare disciplinary action as needed. Collaborate with the department services providing maintenance, construction, contracting, financial personnel and media services. Work with appropriate managers and supervisors to maintain efficient tribal park operation and services.

Provide leadership in short and long range, tactical and strategic planning for the tribal parks. Develop and maintain effective project planning using the project management tools. Prepare quarterly, annual and five year plan. Recommend and work with consultants and contractors employed to provide services including environmental studies, evaluations and construction projects. Maintain regular communications with contractors to ensure contractual requirements are met. Review, update and keep current all tribal park policies, management plans, procedures, standards, permitting systems, financial systems, and work with consultants engages in such work.

Communicate and correspond with federal, tribal, state, private, and other entities to develop and maintain effective and efficient tribal park operations, improvements/enhancements, and positive publish relations. Seek and apply for grants and assistance from outside entities/agencies. Work with Marketing Section to develop a strategy to increase visitation to parks. maintain positive publish relations, and ensure the tribal parks and department brand is recognized. Work with state, local, and private tourism entities and participate in related meetings, conference, convention, and gatherings. Prepare monthly, quarterly and annual status reports including financial date and Form 2 performance reports, and submit to Department Manager as due. Other assignment issued by supervisor.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Natural Resrouces, Parks & Recreation Management, Public Administration, Business Administration or a program related discipline; and six (6) years of administrative or management experience in Parks Management, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(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 in modern principles and practices of public administration, management in a park and recreation facilities including natural resources policies and procedures; knowledge in caring out the mission and department goals and visitors requirements; Knowledge in interpretation of Navajo Nation, state and federal laws pertaining to Natural Resources and Parks/Recreation Areas; Skills in developing strategy plans, projects plans, budget preparation based on statistics, performance measurement and assessment, forecasts, etc.; Skills managing staff, contracts, budget and interpretation of policies, procedures, regulations, etc.

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