

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0373066

Date Posted: 04/11/11

POSITION NO: 208946

Closing Date: 04/22/11

CLASS CODE: 1211

POSITION TITLE: ADMINISTRATIVE SERVICES OFFICER

DEPARTMENT NAME: Department of Navajo Veterans Affairs - Central Office

DEPARTMENT NO: 37 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8am- 5pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 hrs \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists the Department of Navajo Veterans Affairs (DNVA) Department Manager II with daily operations of the Central Office staff and the Five (5) Agency Offices; Assists with supervision of the Central Office staff by monitoring assignments and duties; Assists the Department Manager II in the development and implementation of goals and objectives in coordination with the Five (5) Agency Veteran Services Officers; establishes work priorities and schedules; participates in the development of the annual budget and serves as the budget liaison for the department; monitors expenditures of the Central Office, Five (5) Agency Offices and the Five (5) Agency Veterans Trust Funds; provides technical assistance to the Central Office staff, Agency Offices staff, Loan Program and Ameri-Corp Program; ensures compliance with applicable laws when processing procurement documents and personnel issues; assists with the development of annual staff performance objectives; may assist in completing Veteran client assessments to determine eligibility, provides information on benefits and entitlement application process; conducts research on benefits/entitlement; compiles documents for submission to U.S. Department of Veterans Administration with the concurrence of the DNVA Department Manager II, coordinates with the Veterans Administration Medical Center (VAMC), compiles and maintains overall department statistics; prepares required reports on a weekly, monthly and quarterly basis; assists with the coordination of Navajo Veterans' events and activities. Monitors performance statistics on a quarterly basis, may be required to provide polices and procedures presentations on benefits available to Navajo Veterans. Act in delegation in the absense of the DNVA Department Manager II, which includes attending meetings and ensures assigned tasks are complete.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Public or Business Administration, Human Resources Management or a closely related field; and

Experience:

Two (2) years of administrative experience; 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 Navajo Nation Procurement Policy, Personnel Policies, Privacy Act, Budget Policies, Veterans Policies and Procedures, FMIS User, Microsoft Word, Excel, Powerpoint, Access, Publisher and Internet/E-mail user. Must have good communication skills - oral, written and interpretation. Navajo Speaking preferred.

License/Certification Requirements:

PREFERRED: State Issued Drivers License, Navajo Nation Drivers Permit (obtain within Introductory Period)

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