

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08113744
POSITION NO: 243903
POSITION TITLE: Legislative Manager

DATE POSTED: 05/02/17
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: LB - Office of Legislative Services - Window Rock, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AB69A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 61,838.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 29.73 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Legislative Manager performs work of considerable difficulty under the general supervision of the Office of Legislative Services Executive Director. The Legislative Manager oversees and is engaged with the legislative process of the department. Responsibilities include, but are not limited to, coordinating with Legislative Advisors and Reporters to ensure meeting documentation is ready and available; Provide technical and administrative assistance to committee members including Legislative Advisors and Council Delegates; As needed, Legislative Manager shall interpret documents including government regulations, Navajo Nation, State, and Federal Codes. The Legislative Manager shall abide by and enforce existing and future legislative process policies and procedures as it pertains to pre-meeting, meeting, and post-meeting requirements, including but not limited to agenda's, committee reports, and legislations/resolutions. The Legislative Manager shall coordinate with the Legislative Tracking Section to ensure documents to be uploaded onto legislative tracking website is correct and free of errors. Administrative tasks shall include, but limited to, review and processing of Employee Performance Appraisal Forms, committee budgets and Form 2 requirements, the review, approval/disapproval of employee leave requests; ensure the submission of bi-weekly activity reports; ensure legislative processes staff are properly trained on legislative tracking website (DiBB). Legislative Manager shall develop an ongoing training plan to understand legal ramifications of the Legislative Process Section.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's Degree in Public Administration, Business Administration or a related field; and four (4) years of experience in technical and resolution writing, conducting research and analysis of public policy matters, two (2) years of which must have been in a supervisory or management capacity.

Special Requirements:

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

(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 the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of legal terminology and standard legal formats; knowledge of Navajo Nation Law, policy and procedures, and rules and regulations, as well as, applicable state and federal statutes, rules, and regulations; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing , database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional/legal manner; applying judgement in the release of confidential information.

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