

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10110100

DATE POSTED: 05/11/15

POSITION NO: 234413

CLOSING DATE: 05/22/15

POSITION TITLE: Deputy Division Director

DEPARTMENT NAME / WORKSITE: Navajo Division of Transportation / Tse Bonito, New Mexico

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB70A

WORK HOURS: 8:00 a.m.- 5:00 p.m PART TIME: NO. OF HRS./WK.: _____ \$ 67,433.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 32.42 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the administrative direction, performs work of unusual difficulty with responsibility to serve as the Deputy Division Director. Coordination with the Division Director in administrative, construction & planning management support. Prioritization, evaluation, follow up on projects related to transportation (engineering, clearances, planning, maintenance, finance, personnel, airports and legislative). Coordination with the Division Director in establishing, maintaining Division's transportation partnership with state, county, tribal, federal, and national organizations. Primary execution of objectives is to implement Memorandum of Agreement/Memorandum of Understanding with transportation organization entities. Provide various range of update reports to the Navajo Nation President, Vice President, oversight committees, transportation committees/boards, other transportation organizations. Assists in providing guidance on transportation issues to Executive and Legislative Branches of the Navajo Nation Government. Administrative planning and direction of Navajo Nation Fuel Excise Tax (FET) Program. Involves re-evaluation of the existing resources of the Division and making necessary changes to ensure Division is adequately staffed, funded and supported in achieving goals and objectives of the FET. Work involves a minimum of physical effort in an office setting. Conduct regular meetings with department and program management staffs. Importantly, the positions requires being familiar with transportation business.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Administration or Business Administration or a related field and six (6) years of administrative, management experience, which must include five (5) years of supervisory experience.

Preferred Qualifications:

- A Master's degree in Public Administration or Business Administration or related Field.
- Training in Human Resources Management, Leadership or Program Management.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

(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:

Extensive knowledge of transportation laws, rules and regulations at the federal, state, county, tribal and national levels. Special training in construction safety, project management, program evaluation and strategic planning. Attend and participate in quarterly planning and strategic meetings with transportation issues to Navajo Nation Government; Executive and Legislative Branch. Clearly communicating Division's standards for reporting, project management, priorities, planning (Long and Short Range), comprehensive review of division goals and objectives. Effective public communication abilities (Navajo/English) to effectively represent Division of Transportation internal/external to the Navajo Nation, including all governmental entities at the federal, state, county, tribal and national level. Knowledgeable of the Navajo Nation budgetary internal/external development process; personnel policy & procedures. Skills in managing division, department staff and maintaining an open communication policy. Skills in maintaining accountability.

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