THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH1188719** DATE POSTED: **05/19/14**

POSITION NO: **242856** CLOSING DATE: **06/03/14**

POSITION TITLE: **Administrative Service Officer**

DEPARTMENT NAME / WORKSITE: **Navajo Area Agency on Aging - Fort Defiance, AZ**

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☑ GRADE/STEP: Y64A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: _____ $ **39,228.80** PER ANNUM

SEASONAL: ☐ DURATION : $ **18.86** PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Supports the (agency) operation by planning, organizing, implementing and evaluating administrative systems to include maintenance of personnel orientation and all required training are completed. Identifies program needs, maintain inventory of equipment, approves invoices, procures goods and services by developing and processing contracts. Assist with budget preparation using statistical data, demographics, expenditure patterns and other pertinent information. Monitors financial expenditures by through the Financial Management Information System (FMIS). Maintains quality assurance, implementation and improvements of program goals and objectives. Ensure compliance with with all Health and Safety standards. Monitors the performance standards and scope of work at the senior centers in compliance with the funding sources and the Older American Acts (OAA) amended. Responsible for data management and required reports. Attends meetings with other Navajo Nation Programs, communities, State and Federal sources.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative experience.

Preferred Qualifications:

* Contract and grant management experience.
* Proficient in Microsoft Office software or other computer applications.
* FMIS certification.

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:

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration.
Knowledge of Navajo Nation, federal and state laws, regulation, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.
Knowledge of auditing, budget, 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 data security methods and techniques.
Skill in developing and analysis financial systems, procedures, and controls, budgets and forecasts.
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials. Skill in interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

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