

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10523976

DATE POSTED: 06/09/22

POSITION NO: 242453

CLOSING DATE: 06/29/2022 by 5pm

POSITION TITLE: PROGRAM MANAGER I

DEPARTMENT NAME / WORKSITE: NAVAJO DOT - AIRPORTS MANAGEMENT / TSE BONITO, NM

WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ67A</u>
WORK HOURS: <u>8:00 PM-5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>58,276.08</u> PER ANNUM
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____
		\$ <u>27.91</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

This is a challenging and rewarding career opportunity for an experienced airport leader with a proven track record of deploying innovative aviation solutions and achieving results. This position is responsible for the daily operation, maintenance, and administration of the five (5) National Plan of Integrated Airport Systems (NPIAS) airports with the Navajo Nation. The Navajo Nation has three (3) NPIAS airports in Arizona and two (2) NPIAS airports in New Mexico and are in two (2) Federal Aviation Administration regions respectively by state. The manager oversees the department budget, contract modifications, scope of change orders, record of negotiations, funding agreements, independent fee estimates for airport capital improvement projects. The duties also include applying for state and FAA airport improvement grants and state DOT entitlements. In coordination with respective agencies the manager participates programming an annual five-year airport capital improvement plan; participates in the development of maintenance and construction contracts following the Navajo Nation, State, and FAA procurement laws. The manager plays an important role in working with the Federal Aviation Administration, Arizona Department of Transportation Aeronautics Group, and the New Mexico Department of Transportation Aviation's Division to build upon a reputation for providing high-performance outcomes and excellent service to the aviation community. Oversees airport operations; quality, security, and safety compliance; emergency response and planning; enforces airport rules and regulations; manages community and aviation service inquiries, including notice to airmen; response to concerns, complaints, and public outreach. Handles community relations by promoting aviation and airport facilities. The manager provides leadership and development of department staff; reporting, establishes strategic department goals and objectives; participated in the recruitment process, evaluates work performance, ensures policy and procedures compliance, and oversee employee relations, assures appropriate balance exists between the budget, goals, and objectives, funding limitations and service levels.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor of Science degree in Aeronautics, Aviation, Business, Public Administration or Business Administration, Engineering or related field and five (5) years experience in program related experience in Airport Management or Planning, Road and Airport Maintenance; two (2) years of which must have been a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- 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:

A certification in an Accredited Airport Executive (AAE) is a plus. First Aid/CPR certified; Flagger Certification; Clerical Duties: Faxing, Xerox copying, Reporting, Data Entry, Verbal/Written Certification. Demonstrate some fluency in both the Navajo and English language. Process Federal Aviation Regulations Part 107, 139, NOTAMs and ensures airfield and airspace safety.

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