

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR01724054

DATE POSTED: 06/14/22

POSITION NO: 203381

CLOSING DATE: 07/05/2022 by 5pm

POSITION TITLE: Administrative Services Officer

DEPARTMENT NAME / WORKSITE: Department of Retirement Services/ Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ64A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>45,225.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>21.66</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Work requires initiative and judgment with general direction of Plan Administrator, department and division; Administer, develop, implement and direct a variety of administrative and programmatic functions for the program administration within Plan of Operation and organizational structure; Develop, prepare, implement, manage and monitor all departmental budgets; Make sure budgets are in compliance with fiduciary responsibilities, rules and regulations; Monitor expenditure control of funds for the department expenses; Manage special projects assigned by supervisor; Follow up on assignments/projects to determine progress and date of completion; Familiar with the 401(k) Savings Plan, Defined Benefit Plan; Deferred Compensation Plan; Gather statistical data and information to improve and enhance internal management, i.e., flow charts, grant chart, forms and projects; Maintain confidentiality on all sensitive information and documents with the department; Create, develop and maintain record keeping; Track documents, correspondences and project listings; Communicate with Plan Providers on issues and concerns on participants contributions; Show continuous effort to improve operation, innovative ideas, time management streamline work load and processes; Work as a team external and internal; provide professional and quality services to clientele; Obtain necessary documents, wire transfers, back pays, resolutions for the Deferred Compensation Plan for participants; Receive/make copies/issue Deferred Compensation quarterly statements to participants; Attend and participate in Division, Department, Program, OPVP, Navajo Nation Council; Oversight committees and entity meetings; Participate and Interact with retirement plan sponsors, plan providers, Investors, actuary and participants on retirement plans, resolutions, budgets and office duties; Travel and conduct presentations; Delegated in absence of Plan Administrator.

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 administrative and management experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. FMIS/HRIS Certified (If not certified, must be certified within one year of hire date); 6B Rollout for Procurement; Purchase Card user.

(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 federal, state, and tribal laws and regulations governing retirement plans. Knowledge of Navajo Nation retirement benefit plan options. Knowledge of Navajo Nation's personnel policies and procedures. Knowledge of statistical methods and techniques. Knowledge of scanning processes with images and documents. Skill in communicating orally and in writing. Skill in responding to complex retirement issues. Skill in presenting retirement information to a variety of individuals and group presentations. Skill in researching, compiling and preparing statistical reports. Skill in establishing and maintaining effective working relationships within the Navajo Nation government, entities, and outside organizations. Contract and Grant management experience; Proficient in Microsoft Office applications.

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