THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0587890**	Date Posted:	**06/17/13**
POSITION NO:	242644	Closing Date:	**06/28/13**
CLASS CODE:	1983		
POSITION TITLE:	**Associate Management Analyst**		
DEPARTMENT NAME:	DNR/Park and Recreation		
DEPARTMENT NO:	58	WORKSITE LOCATION:	Window Rock, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Mon - Fri.	Permanent:	☑
Hours:	8:00 am - 5:00 pm	Temporary:	☐
		Part-Time:	☐

GRADE: R62A
SALARY:
Duration: _____ $ 32,073.60 Per Annum
No. of Hrs/Wk: 40 $ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:
Under general supervision of the Department Manager III will research and compile relevant data and information; plan, analyze and coordinate event planning for the tribal parks in collaboration with Park Managers to ensure all contingencies are provided for; receive and provide analysis of sponsorship requests, communicate with sponsorship requestors and submit recommendation to Department Manager on level of sponsorship support; track all documents through the administrative review process to ensure timely review and approval and respond to any questions or concerns by collaborating with Department Manager; attend routine meetings relevant to the department and prepare report of recommendation; provide preliminary review of department operations and performance issues and prepare report on corrective actions to be taken; review correspondences from federal, state and private entities and route to appropriate staff; serve as Alternate Budget Liaison and coordinate the annual zero based budget process; receive, compile and prepare monthly revenue and expenditure reports; provide logistical planning support for all department meetings held with outside entities

QUALIFICATION REQUIREMENTS:
Education and Training:
Bachelors Degree in Public Administration or Business Administration, Government Management or related field;

Experience:
or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:
Knowledge of public or governmental organizational processes involving methods and practices of public finance, budgeting, accounting, personnel administration, and management compliances.
Knowledge of organizational relationships.
Knowledge of analytical and evaluative methods and practices as applied within the public sector.
Knowledge of legislative and economic issues affecting the Navajo Nation.
Knowledge of computer databases and spreadsheet files.
Skill in operating and developing computer databases and spreadsheet files.
Skill in analyzing management, financial, human resources, and other operational systems, procedures and controls.
Skill in applying judgment in the release of confidential information.

License/Certification Requirements:
Applicant must possess a valid State Driver's License and ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***