

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1067884
POSITION NO: 241300
CLASS CODE: 1230

Date Posted: 06/17/13
Closing Date: 06/28/13

POSITION TITLE: Department Manager I
DEPARTMENT NAME: Navajo Division of Transportation/Planning
DEPARTMENT NO: 106 WORKSITE LOCATION: Tse Bonito, NM
WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R68A
Days: Monday-Friday Permanent:
Hours: 8am-5pm Temporary: SALARY: \$ 53,476.80 Per Annum
Part-Time: Duration: _____ \$ _____ Per Annum
No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Oversee and manager activities in Transportation Planning Program. Responsibility to administer and manage transportation planning services in research, assessment, planning, inventorying, mapping for development and construction of Bureau of Indian Affairs (BIA) and Navajo Nation road systems. Ensure reporting requirement are met for administering program. Develop, implement and monitor programmatic standards and protocols to ensure efficiency and effective program operations, work with transportation committees to ensure knowledge of program mission, goals and objectives. Ensure scope of work (SOW) deliverable accomplished. Plan, organizes, directs activities, develop guidelines and policies for improving and strengthening program services. Develops and implements internal control mechanisms to ensure change that result in increase perform and in project formulation, planning and delivery a quality services to BIA and Navajo Nation transportation system. Evaluates program activities and initiates necessary action to improve and implement new methods in civil engineering or technology for planning project in accident data management system, inventory and asset management. Ensure required reports are compiled for Navajo DOT and funding source. Responsible for applications of transportation

principles and practices of tribal, state and federal laws, regulations, rules and policies as they related to transportation planning SOW and deliverables. Work collaboratively with transportation entities, community organizations in implementing projects and program. Develop and prepare budget, utilize established finance procurement for accountable expenditure control. See external funding and incorporate appropriation for special project. Supervisory control over program staffs activities to ensure productivity and accountability.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor degree in Public or Business Administration; Urban/Regional Planning or Civil/Transportation/Transportation Engineering, preferably American Institute of Certified Planners Certification and some education in Public planning, OMB Circular

Experience:

six (6) years of administrative or management experience; two (2) years of which must have been in a supervisory capacity ; 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:

Public Law contract and grants administration, accounting and finance procedures. Familiar with Codes of Federal Regulations (CFR) for Indian Reservation Road, Geographic Information System (GIS), Information Technology (IT), analysis of complex traffic data statistics used to provide the bases for roadway system. Skills in constant technical report writing abilities; ability to multi-task.

License/Certification Requirements:

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