

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: LB00324074

DATE POSTED: 06/21/22

POSITION NO: 240211

CLOSING DATE: 07/05/2022 by 5 pm

POSITION TITLE: Executive Director

DEPARTMENT NAME / WORKSITE: Eastern Navajo Land Commission/NTU Campus/Crownpoint, NM

WORK DAYS: 5 + Standby REGULAR FULL TIME:  GRADE/STEP: BQ71A

WORK HOURS: 8:00 to 5:00 PART TIME:  NO. OF HRS./WK.:                      \$ 82,276.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION :                      \$ 39.40 PER HOUR

NON-SENSITIVE  TEMPORARY:                      

**DUTIES AND RESPONSIBILITIES:**

Serves at pleasure of the Eastern Navajo Land Commission (ENLC); performs work of unusual difficulty working with Commission setting direction on land use, acquisition, involving technical research, regulatory or policy development; supports and implements Commission's strategic planning of short and long-term goals and objectives; performs related work as assigned. Manages office/administrative matters and maintains operational efficiency impacting overall Commission work activities; facilitates the Navajo Nation's policies for Eastern Navajo Agency land use objectives; researches and determines on behalf of the Commission important substantive land matters affecting future land acquisition, potential use, recommends potential purchases, and sets up avenues for potential Navajo Nation legislations, standing Committee actions; engages in partnership with key federal and state agencies; responsible for communicating Commission directives, mission, goals and objectives; contacts key staff members of congressional committees, principal assistants to senators and representatives, elected or appointed representatives of state and local governments, ranking federal and state officials; consults with both Executive and Legislative units of the Navajo Nation government; regularly communicates with highest levels of leadership in the Navajo Nation government; may serve on committees and task forces and performs special tasks and duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Master's degree in Public or Business Administration; and eight (8) years of administrative or management experience, six (6) years of which must have been in a supervisory capacity.

**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 principles and practices of program operations, strategic planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal, and state laws, regulations and guidelines governing land acquisitions and transactions. Knowledge of Navajo budget and reporting systems, financial controls and funding sources, program analysis and performance measures. Knowledge of operational activities, issues, and mission. Skill in developing and analyzing Commission strategic plans, operating systems, procedures, controls, budgets and forecasts. Skill in developing documents and reports, grant and contract applications, short and long-term goals and objectives and program performance measures. Skill in coordinating strategic planning, organization and project management. Skill coaching and engaging staff, manage and develop high-performance team. Skill in managing staff and complex internal relationships, maintaining open and effective communication and effective working relationships, providing advice and direction to assigned staff. Skill in the collection, analysis, and evaluation of geographic and land data for sound decision-making and setting recommendations. Ability to work effectively in collaboration with Commission, other Navajo Boards and Committees, and with diverse groups of people. Working knowledge and experience with Navajo Nation geography and the "Checker Board" nature of Eastern Navajo Agency land statuses. Fluency in both Navajo and English languages preferred, but not required, as incumbent often engages in Navajo public presentations.

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