

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0152129

Date Posted: 07/06/10

POSITION NO: 203553

Closing Date: 07/19/10

CLASS CODE: 3030

POSITION TITLE: Environmental Department Manager

DEPARTMENT NAME: Surface and Ground Water Protection Department

DEPARTMENT NO: 15 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N690A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 56,264.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 27.05 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direction of the Executive Director of Navajo Nation Environmental Protection Agency and manages environmental protection programs engaged in the enforcement, protection and control of environmentally related issues of significant depth and complexity; serves as the Nation's scientific expert on environmental issues; Manages an environmental control program of such magnitude where the organization is composed of multiple environmental control sections; manages programs through program management staff; develops environmental policies and procedures to supplement or improve existing policies issued by respective federal environmental agencies; develops short and long term program goals and objectives; provides considerable input into legislative proposals and agency office policies impacting environmental programs.

Ensures department's mission supports program goals and objectives; streamlines program operation in accordance with established organizational objectives strengthens program activities through program evaluation procedures; implements internal control mechanism through development of procedures and guidelines in maintaining program accountability; reviews staff assignments to assure compliance with program directives, time-tables, out-comes and service delivery.

Investigates environmental complaints and concerns; conducts inspections and report on findings; notifies appropriate local, state and/or federal agencies as circumstances and requirements dictate; identifies and consults with upper level management staff of new environmental concerns; seeks grant and/or other funding sources; develops and forwards grant funding proposals; identifies program/project parameters, evaluation tools, deliverables and other relevant information; monitors personnel-related matters; monitors budget expenditures.

Education and Training:

A Bachelor's degree in Physical Sciences, Biology, Chemistry, or a closely related field; and

Experience:

Six (6) years of progressively responsible experience overseeing, managing and administering environmental programs or projects, 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.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must be knowledgeable in WORD, EXCEL, ACCESS, Word Perfect, PowerPoint, and other software like AutoCAD. Must be knowledgeable in Navajo environmental law, regulations, policies, and procedures to ensure enforcement capability. Must be knowledgeable in the principles of management, administration, and supervision of all water programs within the department. Must be knowledgeable in the grants management, personnel management, and financial management of each water program as well as the department. Must be knowledgeable of each program requirement in terms of scientific field investigations and research. Must be able to establish and maintain effective and cooperative working relationships with federal, state, and tribal entities.

License/Certification Requirements:

Valid state driver's license, ***preferred***.

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