

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

REQUISITION NO: OLS0033890

Date Posted: 07/18/11

POSITION NO: 232013

Closing Date: 07/29/11

CLASS CODE: 1200

POSITION TITLE: Director, Office of Legislative Services

DEPARTMENT NAME: Office of Legislative Services

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R69A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 28.02 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Directs all branch support activities; provides leadership in all facets of administrative and management activities; coordinates a number of branch programs where managerial decisions may substantially impact on the Nation; develops policies and guidelines for improving, strengthening and supporting major legislative actions affecting the Nation; evaluates and redirects programs to be more productive. Communicates with the highest levels of leadership in the Nation; deals extensively with committees of the Navajo Nation Council; meets with representatives from the Executive Branch offices; manages the development of policy changes in response to legislated actions; provides accounting and expenditure control for overall budget; determines compliance with organizational policies and procedures and evaluates staff performance. Ensures that committee and Navajo Nation Council meetings are properly staffed, supported and scheduled; provides language interpretation and translation between English and Navajo; prepares agenda for all regular and special legislative sessions; correspondence and reports; serves on committees and task forces; performs special assignments as required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Public or Business Administration or closely related field; and

**Experience:**

Six (6) years of administrative or managerial experience, which must include supervisory responsibilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo Nation Legislative Process; knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of operations relative to program responsibilities; knowledge of budget and reporting systems; financial controls and funding sources, legislative rules and protocols; knowledge of legislative office activities, issues, mission and client service requirements; skill in developing and analyzing operating plans and systems, procedures and controls, budgets and forecasts; skill in managing staff and complex internal relationships, maintaining open an effective communication and effective working relationship, providing advice and direction to assigned staff.

**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**