

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

Requisition No: DPS0472180  
POSITION NO: 947853  
CLASS CODE: 1211

Date Posted: 07/19/10  
Closing Date: 07/30/10

POSITION TITLE: ADMINISTRATIVE SERVICES OFFICER  
DEPARTMENT NAME: Emergency Medical Service  
DEPARTMENT NO: \_\_\_\_\_ WORKSITE LOCATION: Window Rock Arizona  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N64A  
Days: Mon - Fri Permanent:   
Hours: 8:00am - 5:00pm Temporary:  Duration: \_\_\_\_\_ \$ \$36,753.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 17.67 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Planning: Plan out monthly, quarterly training objectives, evaluate Training Office effectiveness.  
Organizing: Organize a variety of training and staff development programs, including specialized courses, or individualized training plans.  
Staffing: Ensure staffing levels are sufficient or adequate with certified and/or licensed staff.  
Directing: Direct educational disciplines towards effectiveness, direct specialized training programs to specific target groups.  
Controlling: Control budget/contract awards, policy, regulations and standards, and audit accountability.  
Budgeting: Prepare fiscal year budget, testify at hearings, monitor account line items and know procurement procedures.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and

**Experience:**

two (2) years of administrative experience; or and 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, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Must be able to travel, regular, irregular hours, Holidays, weekends, and at a moments notice.  
Must be independent, have sound judgment skills, be diligent and have resourceful experience.  
Must have the ability to communicate orally and written, perform public presentations.  
Must exercise policy enforcement, policy standards and development knowledge.  
Plan, organize and direct apprenticeship training and evaluate training effectiveness.

**License/Certification Requirements:**

PREFERRED: Must have a valid state drivers or operators license.  
Must have medic first aid and CPR certification current.  
Must have Health, Insurance, Portability, Accounting, Act (HIPAA), Privacy Act training (required).

**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