

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7703971
POSITION NO: 942693
CLASS CODE: 1260
POSITION TITLE: _____

Date Posted: 08/01/11
Closing Date: 08/12/11

DEPARTMENT NAME: Navajo Head Start-Eastern Navajo Agency
DEPARTMENT NO: 770 WORKSITE LOCATION: Gallup, NM
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V62A
Days: Mon-Fri Permanent: SALARY: _____
Hours: 8:00-5:00p.m. Temporary: Duration: _____ \$ \$33,633.60 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$16.17 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff, evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments. Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met. Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; may manage petty cash disbursements and reconciliations; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisal.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Business or related field;

Experience:

Five (5) years responsible office administration and management experience; 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 transcript, certificates, diploma, etc). Some positions may require possession of a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

Special Knowledge, Skills and Abilities:

Knowledge of office management/administrative support practices and procedures, knowledge of policies, practices, procedures and terminology appropriate to assigned function, basic budgeting procedures and financial recordkeeping, knowledge of a variety of computer software, including word processing, database and spreadsheet application. Supervisory methods and techniques, budget preparation, monitoring and administration.

Skill in preparing a variety of records, reports, and correspondence using appropriate formats, maintaining compiles files and records, following complex oral and written instructions, policies and procedures, operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters, conduct research and preparing reports, documents and correspondence, skill in utilizing computer databases to research, maintain, and update records and files, applying judgment in the release of confidential information, supervising, evaluating, training and motivating employees, establishing and maintaining effective working relationships with others.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment.

PREFERRED: Must possess a valid state driver's license. Must obtain within ninety (90) days of employment: CPR and First Aide, Physical Examination and Navajo Nation Tribal Permit

*** UNION POSITION ***

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