

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

REQUISITION NO: DGS03621496 DATE POSTED: 08/04/21  
POSITION NO: 202515 CLOSING DATE: Open Until Filled  
POSITION TITLE: Air Transportation Director  
DEPARTMENT NAME / WORKSITE: Division of General Services/Navajo Air Transportation - Window Rock, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BK70A-F  
WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ DOE\*\*\*\*\* PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ DOE\*\*\*\*\* PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

This position is Professional At-Will. Under the general supervision of the Division Director, performs a full range of administrative, management, and aviation duties of considerable difficulty. Manages all operations of the air transportation department. Conducts scheduled flights, when necessary, to supplement availability of staff pilots and to maintain flight proficiency. Administers department operations consisting of managing allocated departmental funds, schedules and supervises the maintenance of all aircrafts, manages all airport operations and facilities, supervise pilot scheduling, supervise pilot duties, supervise and ensures pilots are certified/updated in all trainings, supervise scheduling of all flight operations, resolves flight conflicts when necessary, develops and presents program budget, and performs other duties as assigned. Participates in hiring and performance appraisal processes of employees. Attends meetings on behalf of the air transportation department. Evaluates and analyzes meteorological data to ensure safety of all flights.

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

**Minimum Qualifications:**

● A Bachelor's degree in Aviation or closely related field; and two (2) years of work experience in airport operations and administration, or as Director of Operations or Chief Pilot of an air charter or corporate flight department; and three (3) years of work experience as a pilot in single and multi-engine aircraft operation, 4,000 hours of pilot-in-command time and 2,000 hours of multi-engine pilot-in-command time; and 500 hours of time as a pilot in Beechcraft King Air airplanes;

**-OR-**

● An Associate's degree in Aviation or closely related field or Graduation from an accredited training program in Aviation; and four (4) years of work experience in airport operations and administration, or as Director of Operations or Chief Pilot of an air charter or corporate flight department; and three (3) years of work experience as a pilot in single and multi-engine aircraft operation, 4,000 hours of pilot-in-command time and 2,000 hours of multi-engine pilot-in-command time; and 500 hours of time as a pilot in Beechcraft King Air airplanes.

**Special Requirements:**

- Possess a valid FAA Commercial Pilot License with Single and Multi-engine and Instrument Rating OR an Airline Transport Pilot License with Multi-engine Rating.
- Possess a current FAA Class II Medical Certificate.
- Pass FAA mandated physical examination.
- Possess a current Instrument Competency Endorsement, Federal Communications Commission (FCC) Radio Permit (restricted).
- Possess a valid state driver's license.
- A favorable background investigation. Obtain Tribal Vehicle Permit and obtain FMIS/6B Certification within 90 days of hire date.
- Pass yearly re-certification flight training conducted by Sim-Com. Additional licenses or certification maybe needed.

***(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 public administration, Navajo Nation, federal, & state laws, program development, budgetary & financial controls, operational activities, and mission objectives. Skill in Human Resources; Leadership or Program Management. Knowledge in the Federal Aviation Administration and Environmental Protection Agency rules and regulations pertinent to aircraft operations and maintenance. Proficient in Microsoft Office Software, and other computer applications. Skill in verbal and written communications, following complex oral and written instructions. Ability to maintain and establish effective working relationships with others in a professional manner; Maintain effective and unbiased working relationships with supervisors and employees. Ability to communicate effectively in Navajo Language would be referred.

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