

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

REQUISITION NO: DOH06424524 DATE POSTED: 08/05/22  
POSITION NO: 943784 CLOSING DATE: 08/26/2022 by 5 pm  
POSITION TITLE: Administrative Services Officer  
DEPARTMENT NAME / WORKSITE: Navajo Department of Health Executive Office - Window Rock, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BQ64A  
WORK HOURS: 8 AM to 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 45,226.08 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.66 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

**Administrative Management:** Oversees the management process of the department which includes fiscal management, property management, contract and grants processes, personnel management, budget administration, general accounting. Develops and implements reporting procedures and guidelines. Organizes, implements and coordinates administrative activities for the department.

**Financial Management:** Assist in development of programs annual budget; supports compliance with funding requirements, provide support for accounting and expenditure control; assists in internal control mechanisms, procedures and guidelines to maintain fiscal accountability; prepares grant proposals to acquire funds in support of programs or projects.

**Reporting and Communication:** Communicates regularly on project activities through reports, presentation and meetings; provides technical assistance to other departments and tribal entities; interprets local, state, and federal policies; procedures and standards; reviews proposed or pending legislation for impact on department activities; conducts analysis of proposals for funding, projects, activities.

**Supervision:** Supervises NDOH Executive support staff to achieve organizational goals and objectives. Plan work for staff, conduct performance appraisals and staff development training.

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

**Minimum Qualifications:**

• A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative and management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- Pass a favorable background investigation.

*(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 modern principles and practices of public administration, governmental accounting, procurement and financial administration.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines, governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting.

Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques.

Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials.

Proficient in Microsoft Office software and other computer applications.

Financial Management Information System (FMIS) Certified (If not certified, must be certified within six months of hire date).

Contract and grant management experience.

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