THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11910601**	DATE POSTED:	**08/10/15**
POSITION NO:	**242857**	CLOSING DATE:	**08/24/15**
POSITION TITLE:	**Administrative Services Officer (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Area Agency on Aging/Shiprock, NM**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑			GRADE/STEP:	**AB64A**
WORK HOURS:	**8:00 am to 5:00 pm**	PART TIME:	☐	NO. OF HRS./WK.:		$ **40,414.40**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **19.43**	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Performs and coordinates administrative support functions in conjunction with Prevention Coordinator (SPPS) at the DBHS Prevention Office, which will include finance (budget review, accounting knowledge) and property management, contract and grant administration, personnel management and development of procedures and guidelines; organize, implement and coordinate adminstrative activities through composing information documents and/or correspondences for review/signature; prepare selected reports; reviews and checks documents, records and checks forms for accuracy, completeness and conformance with applicable policies and procedures; establishes and maintains complex manual and/or automated filing systems; orients, monitors and may oversee the work of support staff; evaluates office operations and make recommendations; assist in problem solving, project planning and development and execution of stated goals and objectives. Assist staff by compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, events, interviews, appointments and/or similar activities, including coordinating travel and lodge 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, logging and reviewing incoming and outgoing correspondences, and follow up on operational commitments.

Coordinates and monitors defined activities; recommends actions and modification as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requires knowledge of work and department operations; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liason 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 and may authorize purchase requistions and payments of invoices; collects and compiles statistical, financial and other information for reports; requisition supplies, equipment, printing, maintenance and other services.

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 experience.

Preferred Qualifications:

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

Posess a valid state driver's license

(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, regulation, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget, 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 data security methods and techniques. Skill in developing and analysis 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.
Skill in interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

<<A favorable background investigation is required>>

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