THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD06724581
DATE POSTED: 08/12/22
POSITION NO: 202659
CLOSING DATE: 09/02/2022 By 5PM
POSITION TITLE: DEPARTMENT MANAGER II

DEPARTMENT NAME / WORKSITE: NNDCD CAPITAL PROJECTS MANAGEMENT DEPARTMENT, WINDOW ROCK, AZ
WORK DAYS: MON - FRI
WORK HOURS: REGULAR FULL TIME: 8:00AM - 5:00PM
GRADE/STEP: BQ69A
PART TIME: ☐ NO. OF HRS./WK.: ☐ $ 69,217.20 PER ANNUM
SENSITIVE ☐ SEASONAL: ☐ DURATION : ☐ $ 33.15 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under the administrative direction of the Executive Director, provides leadership and direction to the Capital Projects Management Department (CPMD) to ensure the department’s short and long-term goals and objectives are accomplished. Administers the department’s multi-million dollar infrastructure projects funded by various funding sources and regulations; directly supervises key management positions and oversees employees. Ensures staff roles and responsibilities are clear; and implement and enforce internal controls for an effective services delivery.

Improves and strengthens an effective department operation by promoting innovation and creative management practices and service deliveries; attends meetings, makes presentations and promotes the CPMD department at meetings. Write reports for department -quarterly and annual; writes position papers and testimonies for funding.

Guide, review and approve projects scope of work and project implementation schedules. Develop proposals and negotiates the terms/conditions for agreements and contracts. Conduct budget analysis compared to project progress. Monitor and track projects progression using the WIND system’s Project Tracker; ensures communication with all stakeholders, i.e. funding sources, chapter entities, vendor, committees, Divisions, etc. through reports and meetings.

Promotes program operation plans; conducts annual strategic planning sessions; develops short and long department plans. Develops quality assurance through internal controls policies, monthly review of fiscal status, status and progress report; ensure compliance with NN laws and other applicable laws and regulations.

Develops annual budgets; review department’s monthly expenditure pattern and control; review and submit financial reports to Division;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
A Bachelor’s degree in Public or Business Administration or a closely related field; and four (4) years of administrative or management experience, three (3) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:
• A favorable background investigation.
• Possess a valid state driver's license

<<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:
Special training in Project Management course(s) and Land-Use Planning. Must have knowledge and experience in successful project management related to construction projects with timelines and funding conditions; managing multi-million dollar projects. Job requires comprehending the Navajo Nation government and legislations, applicable rules and regulations; i.e., Appropriations Act, which guides the budget development and administration.

Establishing and maintaining coordination/communication between department and stakeholders to ensure program compliance, meeting deadlines/project schedules, and goals and objectives.

Advanced knowledge of construction management processes, means, and methods.
Competencies in communication proficiency, leadership, mathematical skills, mechanical skills, project management, personnel and teamwork orientation.

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

Revised: 03.05.18