

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1116973 Date Posted: 08/27/12

POSITION NO: 241300 Closing Date: 09/10/12

CLASS CODE: 1230

POSITION TITLE: Department Manager I

DEPARTMENT NAME: Division of Transportation/Planning

DEPARTMENT NO: 111 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Monday-Friday Permanent: SALARY:

Hours: 8am-5pm Temporary: Duration: \$ 53,476.80 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Oversee and manage activities in Transportation Planning Program (TPP- P.L. 638). Administer and manage transportation planning services in research, assessment, planning, inventorying, mapping for development and construction of Bureau of Indian Affairs (BIA) and Navajo Nation road systems. Ensure reporting requirements are met for administering program. Develop, implement and monitor programmatic standards and protocols to ensure efficiency and effective program operation, work with transportation committees to ensure knowledge of program mission, goals and objectives. Ensure scope of work (SOW) deliverables are accomplished. Plan, organize, direct activities, develop guidelines and policies for improving and strengthening Transportation Planning Program services. Develops and implements internal control mechanisms to ensure change that result in increase performance in project formulation, planning and delivery a quality services to BIA and Navajo Nation transportation system. Evaluates program activities and initiates necessary action to improve and implement new methods using updated technology, i.e. accident data management system, inventory and asset management. Ensure monthly, quarterly reports are compiled for Navajo DOT Executive Directors, Navajo Nation Division of Finance, and Funding Agency. Responsible for applications of transportation principles and practices of tribal, state and federal laws, regulations, rules, and policies as they related to transportation planning SOW and deliverables. Work collaboratively with transportation entities in implementing of program SOW. Develop and prepare budget, use Navajo Nation budget procedures, use established finance procurement for accountable expenditure control. Seek external funding and incorporate appropriation for special project. Supervisory control over program staffs, activities to ensure productivity and accountability.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Public or Business Administration

Experience:

Six (6) years of administrative or management experience, (2) years supervisory capacity experience or an equivalent combination of education, training and experience. Applicant with transportation/planning experience would be helpful.

Special Knowledge, Skills and Abilities:

Public Law contract and grants administration, accounting and finance procedures. Familiar with Codes of Federal Regulations (CFR) for Indian Reservation Road (IRR)-(MAP-21), Geographic Information System (GIS), Information Technology (IT). Skills in constant technical report writing abilities; ability to speak the Navajo Language fluently and ability to multi-task, knowledge in Urban/Regional Planning or Civil/Transportation engineering, Public Planning, P.L 93-638, OMB Circular.

License/Certification Requirements:

Must possess a valid state driver's license and obtain a NN Operator's Permit within 90 days of employment.

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