THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS00514320** DATE POSTED: **09/05/17**
POSITION NO: **944819** CLOSING DATE: **09/18/17**
POSITION TITLE: **Transit Manager**
DEPARTMENT NAME / WORKSITE: Division of General Services / Navajo Transit System / Fort Defiance, AZ
WORK DAYS: Monday- Friday
WORK HOURS: 8:00 am-5:00 pm
REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :
GRADE/STEP: AB70A
$ 67,433.60 PER ANNUM
$ 32.42 PER HOUR

DUTIES AND RESPONSIBILITIES:

The Department Manager III will be responsible to plan, organize and direct department activities and manage operational funds from $11 million and/or beyond $45 million; manages a complex administrative structure, staffed with professional or highly technical personnel engaged in scientific, regulatory, or policy development operation; department is diverse and involves multiple levels of supervisory control; operating decisions impact all aspects of the department. Approves short and long term goals or work plans developed by program managers; coordinates a number of programs which may consist of professional, scientific, managerial and administrative activities; manages development of policy changes in response to budget appropriations or legislative changes. Develops guidelines and policies for improving and strengthening department services and/or for incorporating new services; negotiates contract agreements; evaluates and redirects department for a more productive and effective services; may deal extensively with various committees of the Navajo Nation Council. Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal, state and tribal agencies, and with legislative and executive officials of the Navajo Nation government; provides accounting and expenditure control for the overall department budget. Must ensure measures for safety compliance for entire program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative and management experience, including (3) years of public transit system management experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Must possess 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 principles and practices of management and public administration.
- Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting.
- Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.
- Knowledge of departmental operational activities, mission and client service requirements.
- Knowledge of employee training and development.
- Knowledge of grant funding requirements, applying, capital and operational budgeting.
- Skillful in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts.
- Skillful in formulating and executing, documents and reports, short and long term goals and objectives.
- Skillful in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to program managers, supervisors and staff.
- Skillful in the interpretation and execution of Division policies.
- Ability to prepare documents and reports mandated by federal, state, local and tribal agencies.
- Ability to work cooperatively with division, staff and clients.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves a minimum of physical effort in an office setting.

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