

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

REQUISITION NO: DOT1019238

DATE POSTED: 09/15/14

POSITION NO: 242832

CLOSING DATE: 09/26/14

POSITION TITLE: Administrative Services Officer

DEPARTMENT NAME / WORKSITE: Navajo DOT - Executive Office, Tse Bonito, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: Y64A

WORK HOURS: 8:00a.m.-5:00p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 39,228.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.86 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Lead in coordinating human resources activities, provides administrative support and technical assistance to the Division of Transportation management level, department and programs. Serves as internal consultant, interprets and provides technical expertise in human resource management guidance in classification, recruitment and selection, performance management guidance in classification, recruitment and selection, performance management, training, employee relations, discipline and other HR Management Programs in accordance to established Navajo Nation Employee Regulations, Policies and Procedures. Develops job descriptions as it relates to the needs of each department; organization charts; determines appropriate classification for positions. On behalf of NDOT, performs centralized recruiting activities; prepare NDOT recruiting job vacancy announcements; conducts interviews and provides employee orientations and back ground checks. Conduct and develop training for division program employees; plan, organize and direct a wide range of training activities. Researches, analyzes and gives sound advice on specific employee relations concerns and disciplinary actions. Works closely with the Department of Personnel Management and Department of Justice on addressing HR issues and appropriate recommendations.

**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.
- FMSI Certification

**Special Requirements:**

***(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 or 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 analyzing financial systems, procedures, and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

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