

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

REQUISITION NO: DGS0362460

Date Posted: 09/27/10

POSITION NO: 202515

Closing Date: 10/08/10

CLASS CODE: 1212

POSITION TITLE: Air Transportation Director

DEPARTMENT NAME: Division of General Services/Navajo Air Transportation

DEPARTMENT NO: 36 WORKSITE LOCATION: Window Rock, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: O690A

Days: M.T.W.T.F

Permanent:

SALARY:

Hours: 8 to 5

Temporary:

Duration: \_\_\_\_\_ \$ 31.12 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 64,729.60 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Manages all operations of the air transportation department (Part 91), including scheduling of flight operations, compliance with tribal and federal regulations including FARs; scheduling and monitoring of department aircraft maintenance. Oversees all department business activities including general accounting, budget development and monitoring, development of various reports, implementation and organization of department activities; supervises department operations and maintenance staff, oversees personnel matters, staffing levels and employee development; ensures quality and timeliness of work performance; ensures compliance with personnel policies and procedures; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability. Communicates regularly on air transportation operations through reports, presentations and meetings, providing aviation expertise to other departments and divisions when appropriate. Monitors pilot performance and training and conducts flight checks of both pilots and aircraft as necessary. Flies scheduled trips as pilot in command. Manages the Window Rock Airport and works closely with the Navajo Division of Transportation to provide for its maintainar

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Aviation, Aviation Management Science, Aviation Management, Air Traffic Management, Aerospace Studies or closely related field; or graduation from an accredited training program in aviation or an associates degree in Aviation, Airport Management, Business Administration or related field; and two (2) years of work experience in airport operations and administration, or as Director of Operations or Chief Pilot of an air charter or corporate flight department; or a high school diploma or GED; and four years of work experience in airport operations and administration, or as Director of Operatios or Chief Pilot of an air charter or corporate flight department; and three years of work experience as pilot in single and multi engine aircraft operation, 4,000 hours of pilot in command time and 2,000 hours of multi engine pilot in command time; and 500 hours of time as pilot of Beechcraft King Air airplanes.

**Experience:**

Three (3) years of work experience as pilot in single and multi-engine aircraft operation, 4,000 hours of pilot-in-command time and 2,000 hours of multi-engine pilot-in-command time; and 500 hours of time as pilot in Beechcraft King Air airplanes.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing all aspects of airport and flight operations, maintenance, safety and security. Knowledge of modern principles and practices of public administration, budgeting, governmental accounting, procurement and financial administration. Knowledge of the principles of supervision, personnel management, policies, procedures and practices, including record keeping. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships with tribal and other governmental officials.

**License/Certification Requirements:**

Possession of a valid FAA Commercial Pilot License with Single and Multi-engine Airplane and Instrument Ratings OR an Airline Transport Pilot License with Multi-engine Airplane Rating, a current FAA Class II Medical Certificate, a current Instrument Competency Endorsement or equivalent instrument currency, and a valid state driver's license.

**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*