

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OPV08420102</u>	DATE POSTED:	<u>09/28/20</u>		
POSITION NO:	<u>217986</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Administrative Services Officer</u>				
DEPARTMENT NAME / WORKSITE:	<u>Navajo Nation Washington Office/Washington, DC</u>				
WORK DAYS:	<u>M - F</u>	REGULAR FULL TIME:	<u>X</u>	GRADE/STEP:	<u>BD64A</u>
WORK HOURS:	<u>9:00 - 6:00 PM</u>	PART TIME:	<u>NO. OF HRS./WK.:</u>	<u>\$ 48,588.80</u>	<u>PER ANNUM</u>
SENSITIVE		SEASONAL:	<u>DURATION :</u>	<u>\$ 23.36</u>	<u>PER HOUR</u>
NON-SENSITIVE	<u>X</u>	TEMPORARY:			

DUTIES AND RESPONSIBILITIES:

Under the direction of the Deputy Executive Director and Executive Director, oversees the fiscal/property management, grant and/or contract administration, recruitment, budget administration, general accounting, procurement, and development of reporting and operational procedures and guidelines. Organizes, implements, and coordinates administrative activities. Develops, presents, and administers the NNWO annual budget, ensures compliance with funding requirements, provides accounting and expenditure control, develops and implements internal control mechanisms, procedures, and guidelines to maintain fiscal accountability. Communicates regularly on program activities through reports, presentations, and meetings. Interprets relevant policies, procedures, and standards, reviews proposed or pending NN legislation for impact on program. Conducts research and analysis of proposals, legislation, and/or funding requests. Represents NNWO at appropriate junctures with NN tribal officials, governmental representatives, NGOs, and other stakeholders.

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 and management experience; or an equivalent combination of education and experience.

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 of public administration, governmental accounting, procurement, and financial administration. Knowledge of Navajo Nation, Federal and State laws, regulations, and guideline governing aspects of Tribal operations relative to auditing, budget preparation and reporting systems, program analysis, performance measures, and revenue forecasting. Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal and Federal guidelines.

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