

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0342474

Date Posted: 10/11/10

POSITION NO: 159864

Closing Date: 10/22/10

CLASS CODE: 1211

POSITION TITLE: ADMINISTRATIVE SERVICES OFFICER

DEPARTMENT NAME: Office of Broadcast Services

DEPARTMENT NO: 34 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 36,754.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty; assist operating officials in performing administrative and operational functions of a division, department, program or project; provides a variety of management services essential to obtaining optimal performance of an organization; performs related work as assigned. Knowledge of modern principles and practice of public administration, governmental account, 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. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and council to tribal and other governmental officials. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public Administration, Human Resources Management or a closely related field; and

Experience:

two (2) years of administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

ASO will be knowledgeable in public relations, and will help establish contacts with all PIOs from tribal programs, media liaisons from various education institutions, and governmental entities for content development for television programming. The content will be used as programming for television programming. NNTV5 will have four channels for the public to access. Ability to communicate effectively in Navajo and English languages; ability to exercise sound judgment in relations and media representatives, target audiences, Present an ideal working atmosphere for staff and customers.Experience in translating current issues and items of interest into television programming.

License/Certification Requirements:

Valid Arizona/New Mexico Driver's License and Tribal Vehicle Permit required.

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