

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70120145

DATE POSTED: 10/16/20

POSITION NO: 244423

CLOSING DATE: 10/29/20

POSITION TITLE: Director of Administrative Services

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BH69A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u> </u> \$ <u>74,651.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : <u> </u> \$ <u>35.89</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Oversees human resources in support of Navajo Head Start; provides advice and guidance on recruitment, compensation, performance management, disciplinary actions, employee training policies, procedures and regulations; coordinates and facilitates timely response to program needs accordingly; advises employees and management regarding the Navajo Nation Personnel Policies and Procedures. Develops and revises Navajo Head Start HR In-house policies and procedures in accordance with Head Start Performance Standards, and NNPPM; works closely with the NHS Policy Council, the Board of Education and Navajo Nation standing committees in developing policies to improve NHS services that exceed program standards. Meets with hiring authorities and develops recruitment and selection plans; establishes acquisition practices and procedures aimed at developing a pool of highly qualified personnel; establishes in-house training sessions for staff that address NHS needs across the regions; directs organizational development that addresses planning throughout the NHS program. Responsible for the development and implementation of information technology services to administrative offices/centers; responsible for correcting deficiencies through corrective action plans to programmatic and fiscal audit findings; ensures compliance with the Office of Head Start and Office of Environmental Health & Safety Standards; provides oversight to the health and nutrition component of the NHS program in conjunction with the Child and Adult Care Food Program (CACFP).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's Degree in Education, Public Administration, Business Administration or closely related field; and six (6) years of work experience in management or coordination of program services, three (3) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation(CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

(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 Head Start Performance Standards and Regulations
- Knowledge of principles, practices, trends of human resource management and employment laws
- Knowledge of state and local regulations governing the transportation of children to and from school.
- Knowledge of school bus transportation systems and school food programs/systems.
- Skill in comprehending and analyzing organizational and procedural problems, project management, time management and leadership.
- Skill in researching, compiling and preparing reports and related information
- Skill in oral and written communications, preparing presentations and providing training.
- Ability to interpret and implement complex laws and policies.

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