

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR08312694

DATE POSTED: 10/17/16

POSITION NO: 202086

CLOSING DATE: 10/28/16

POSITION TITLE: Department Manager III

DEPARTMENT NAME / WORKSITE: DNR/Navajo Nation Historic Preservation Department - Window Rock Office/ Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB70A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 67,433.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 32.42 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under considerable difficulty, plans, organizes and directs departmental activities; responsible for directing and managing approximately 20 staff members responsible for protecting, preserving, and managing cultural resources and traditional cultural places on Navajo lands and on lands which the Navajo people have a historical or traditional interest. The main office is located in Window Rock AZ and branch offices at Flagstaff AZ (Northern Arizona University) and Shiprock NM (Diné College). May function as Tribal Historic Preservation Officer; engage in consultations with various state, county and federal agencies, tribal officials and neighboring tribes regarding impacts on cultural resources and traditional cultural places for developments on and near Navajo lands to comply with the Section 106 process; initiate short and long term goals or work plans; manage development of policy changes where appropriate; develop guidelines and policies to improve and strengthen departmental services, evaluate and direct department to ensure productivity, efficiency and effectiveness; work on special projects as assigned by the Division Director of Division of Natural Resources.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative or management experience, of which two (2) years must have been in a supervisory capacity.

Special Requirements:

- Possess a valid state driver's license.

(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:

Applicant must have extensive knowledge of the legal requirements of cultural resource compliance and the need to preserve the Navajo Nation cultural resources, traditional cultural properties and heritage. Knowledge of Navajo tradition and language is not required but is beneficial as it will inform the preservation work. To fully engage in consultations with various agencies, applicant must possess extensive knowledge in various federal and tribal laws such as the Navajo Nation Cultural Resources Protection Act (CRPA); National Historic Preservation Act (NHPA) Section 106; Archaeological Resources Protection Act (ARPA); American Indian Religious Freedom Act (AIRFA); Native American Graves Protection and Repatriation Act (NAGPRA); 36CFR800, 43CFR60.4, and GSCAU-59-94. Applicant must be able to assess, evaluate and make professional recommendations of significant sites (prehistoric, historic) and traditional cultural properties, ability to coordinate large-scale CRM projects for sponsors, experience in archaeological administration, management and/or research work and GIS training. Possess extensive knowledge in contracts/grant requirements with federal, state agencies and private funding agencies. Possess a valid state driver's license. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit immediately after date of hire.

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