

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

REQUISITION NO: DGS00514584  
POSITION NO: 944819  
POSITION TITLE: Transit Manager

DATE POSTED: 10/27/17  
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Division of General Services / Navajo Transit System / Fort Defiance, 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.: \_\_\_\_\_ \$ 68,452.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 32.91 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

The Department Manager III will be responsible to plan, organize and direct department activities and manage operational funds from \$11 million and/or beyond \$45 million; manages a complex administrative structure, staffed with professional or highly technical personnel engaged in scientific, regulatory, or policy development operation; department is diverse and involves multiple levels of supervisory control; operating decisions impact all aspects of the department. Approves short and long term goals or work plans developed by program managers; coordinates a number of programs which may consist of professional, scientific, managerial and administrative activities; manages development of policy changes in response to budget appropriations or legislative changes. Develops guidelines and policies for improving and strengthening department services and/or for incorporating new services; negotiates contract agreements; evaluates and redirects department for a more productive and effective services; may deal extensively with various committees of the Navajo Nation Council. Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal, state and tribal agencies, and with legislative and executive officials of the Navajo Nation government; provides accounting and expenditure control for the overall department budget. Must ensure measures for safety compliance for entire program.

**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 and management experience, including (3) years of public transit system management experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Must 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:**

- Knowledge of principles and practices of management and public administration.
- Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting.
- Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.
- Knowledge of departmental operational activities, mission and client service requirements.
- Knowledge of employee training and development.
- Knowledge of grant funding requirements, applying, capital and operational budgeting.
- Skillful in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts.
- Skillful in formulating and executing, documents and reports, short and long term goals and objectives.
- Skillful in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to program managers, supervisors and staff.
- Skillful in the interpretation and execution of Division policies.
- Ability to prepare documents and reports mandated by federal, state, local and tribal agencies.
- Ability to work cooperatively with division, staff and clients.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves a minimum of physical effort in an office setting.

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

Revised: 07/10/17