

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR12616500</u>	DATE POSTED:	<u>10/26/18</u>		
POSITION NO:	<u>242082</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Wildlife Manager</u>				
DEPARTMENT NAME / WORKSITE:	<u>Fish and Wildlife, Natural Heritage Program/Window Rock, Arizona</u>				
WORK DAYS:	<u>M-F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AR68A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>58,488.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>28.10</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Plans, organizes, reviews and supervises the operations and activities of the Navajo Natural Heritage Program (NNHP). Prepares technical and non-technical reports and studies; makes presentations before Navajo Nation governmental agencies, the general public and outside agencies; may testify before governing and policy-making bodies; formulates long and short term work plans and strategies for the NNHP; ensures program performance goals and objectives are met; prepares and monitors NNNHP budgets; seeks additional funding from a variety of state, federal and non-governmental sources; administers federal contracts and grants, Navajo Nation sub-contracts; ensures program and contract compliance with BIA and other federal funding agencies and Navajo Nation program performance standards; participates in annual P.L. 93-638 Contract negotiations with the BIA; coordinates with Navajo Nation entities in monitoring P.L. 93-638 Contract. Plans, organizes, reviews and directs major research and management projects and monitors/reviews management and research data collection. Assigns, directs and review work of staff, evaluates employee work performance and ensures employee compliance with established policies and procedures. Serves as the Approver in the automated DNR project review/approval system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Wildlife Management or related field; and six (6) years of responsible experience in wildlife management, two (2) years of which must have been in a supervisory or administrative position.

Special Requirements:

- Possess a valid State Driver's License
- A favorable background investigation.

(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 the techniques, methods and procedures used in developing and utilizing wildlife resources. Knowledge of the Navajo Nation's Department of Fish and Wildlife and it's goals, objectives and policies. Knowledge of the principles of wildlife management. Knowledge of the principles, processes and functions of administration, supervision and budget preparation. Skill in planning, organizing, directing, supervising and evaluating the Navajo Nation's long and short term wildlife objectives. Skill and ability to represent the Department and Division at conferences and meetings and provide advice, recommendation and feedback on fish and wildlife resources. Skill in communicating effectively in oral and written form. Skill in establishing cooperative work relationships with others, including employees under his/her direct supervision.

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