

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0808279
POSITION NO: 132210
CLASS CODE: 1230

Date Posted: 11/04/13
Closing Date: 11/18/13

POSITION TITLE: DEPARTMENT MANAGER I
DEPARTMENT NAME: Navajo Nation Office of Dine' Youth
DEPARTMENT NO: 80 WORKSITE LOCATION: Window Rock, Az
WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y68A
Days: Monday to Friday Permanent:
Hours: 8:00am to 5:00pm Temporary: Duration: _____ \$ 55,078.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 26.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Under administrative direction, the incumbent will perform work of considerable difficulty with responsibility to direct and manage a major department through Program Supervisors and Club Unit Directors; plans, organizes and directs department activities; approves short and long term goals or work plans developed by Program Supervisors and Club Unit Directors; sets department goals and objectives within the context of division policies; manage and coordinate the Office of Diné Youth and the Boys & Girls Clubs of the Dine' Nation and its eight (8) Units. The incumbent ensures compliance with federal funding, Navajo Nation funding and other funding source requirements; Makes administrative decisions that may significantly impact the program. Plans, evaluates and improves services delivered to youth; sets standards and goals; ensures accountability and internal controls are established and maintained, and provides accounting and expenditure control for the overall department budgets. The incumbent interacts with various national and community organizations, tribal offices, legislative and executive officials of the Navajo Nation government, I.H.S. offices, state and federal programs for funding and coordination of effort to provide quality youth services. The incumbent is responsible for overseeing grants/contracts, and must have a working knowledge of budgeting and financial management.

The incumbent is responsible for written reports, maintains budgets, expenditure control, performance criteria establishment and monitoring; plan with staff on meeting performance criteria, identifying resources needed. The incumbent will serve as the Chief Professional Officer for the Boys & Girls Clubs of the Dine' Nation and assume responsibility for ensuring compliance with policies and guidelines of the Boys & Girls Clubs of America.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Public, Education or Business Administration or a closely related field; and six (6) years of administrative or management experience, two (2) of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, strategic planning, contract writing and negotiation, program evaluation and forecasting. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. A working knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate supervisor and staff, when required. Skill in the interpretation and execution of division policies.

License/Certification Requirements:

PREFERRED: Valid state drivers license and Navajo Nation vehicle permit required. ***This position requires a Background investigation and suitability assessment prior to employment.***

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