

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

REQUISITION NO: DOT1037197

Date Posted: 11/05/12

POSITION NO: 241501

Closing Date: 11/19/12

CLASS CODE: 1230

POSITION TITLE: Department Manager I

DEPARTMENT NAME: Navajo Division of Transportation/Road Maintenance Administration

DEPARTMENT NO: 103 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Oversee, manage activities and services of the Department Road. Manage services for public road maintenance projects including professional engineering, surveying, archaeological, environmental and right of way services for the development, planning, maintenance and construction of Navajo DOT roads project within the Navajo Nation. Serves as Construction Management Authority for Navajo DOT road projects. Complete the outcome of the Navajo DOT Department of Roads mission statement, policies and procedures. Responsible to direct planning, research and assessment of road maintenance and construction. Responsible to direct and manage the application of principals and practices of tribal, state and federal laws, rules, regulations and policies as they related to project construction management. Plan, organizes and directs Department activities, develop guidelines and policies for improving and strengthening department services for Navajo DOT. Conduct monthly meeting with staff, make assignment, ensure monthly, quarterly reports are compiled for Navajo DOT Executive directors. Coordinate programs which may consist of professional integrated transportation pre-design road studies for project development. Prepare and manage budget, appropriations, and provides accountability of finance expenditure control for Department. Seek external funding and incorporate appropriations for special projects. Supervisory control over department staffs and ensures productivity and accountability; conducts performance appraisals for employees, recruitment ability to manage department with Navajo Nation Policies and Procedures to implementing internal control mechanisms. Knowledge in principal, guidelines, regulations of road construction management, archaeological, environmental, land surveying, right of way, and engineering. Ability to deal and work with various committees of the Navajo Nation Council and other transportation entities.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor degree in Public or Business Administration and (***Degree in Civil Engineering or Construction Management preferred BUT not required***)

**Experience:**

Six (6) years of administrative or management experience **preferably** in road maintenance construction, two (2) years of which **must** have been in a supervisory capacity; or an equivalent of education, training, experience which provides the capabilities to perform the described duties. **\*\*Experience in project development process, monitoring, management; program evaluation, strategic planning, public speaking, community planning process.**

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Construction procurements in tribal, federal, counties, state agencies; development of various MOU, MOA, etc agreements; knowledgeable with tribal, state, federal, regulations, guidelines, laws and procedures in transportation, environmental, archeological, surveying.

**License/Certification Requirements:**

Valid State Drivers license and ability to obtain a NN Operator's Permit within 90 days of 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**