

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR12222193**
POSITION NO: 243362
POSITION TITLE: **Department Manager I**

DATE POSTED: 11/16/21
CLOSING DATE: **12/01/2021 by 5 pm**

DEPARTMENT NAME / WORKSITE:	<u>Division of Natural Resources/General Land Development Department - St. Michaels, Arizona</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ68A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 63,496.08 PER ANNUM</u>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION :	<u>\$ 30.41 PER HOUR</u>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under the general direction of Division of Natural Resources to managed General Land Development Department (GLDD) to establish, implement and accomplish overall Division of Natural Resources short and long-term goals and objectives. Administer, supervise, manage program and staff accountability activities of the GLDD. Plans, organizes and directs department activities; Evaluate, monitor and measure program, project/proposal and staff performance. Manage administrative, budget, projects and expenditure activities under controlled environment; enforces compliance with environmental laws and regulations. Provides leadership and guidance for the review and approval of: leasing and permitting developmental actions on approximately 17 million acres of Navajo Trust and Fee Lands; Facilitating authority over telecommunications, easements, for all rights-of-way (oil, gas, electrical, water and service line agreements, etc.); land withdrawal designations, mission site permits, applications for permission to drill and permission to survey. Represent the Division in project planning meetings with other various committees of the Navajo Nation Council, departments, divisions, local, regional, state, federal agencies in development of policies, project planning and management, funding, etc. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Political Science or a closely related field; and four (4) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education an experience.

Special Requirements:

- Possess a valid state driver's license. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Depending upon the needs of the Navajo Nation, incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.
- A favorable background investigation.
<<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:

Supplemental requirements: Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting; Communicating effectively both orally and in writing; managing staff and complex internal relationships, maintain open communication and effective work relationships; execution of division policies; possess management, leadership, communications, and problem-solving skills; able to formulate and execute, documents and reports, short and long-term goals and objectives, and program performance measures.

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