

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

REQUISITION NO: LB03122234

DATE POSTED: 11/19/21

POSITION NO: 210391

CLOSING DATE: 12/06/2021 by 5pm

POSITION TITLE: Executive Director

DEPARTMENT NAME / WORKSITE: LB/Office of Navajo Government Development, Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: BQ71A

WORK HOURS: 8:00 -5:00 PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 82,267.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 39.40 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Directs the office in complex governmental matters that may be highly political and impact the overall Nation; works under oversight of the Commission on Navajo Government Development and make regular reports to the Commission and Navajo Nation Council and/or Committees; prepares legislations, resolutions, policies; contracts and correspondence; explains Navajo law and policies affecting the chapter governments; and conducts a significant amount of public education and speaking, preferably in Navajo. May involve review of small to medium size grants for chapter governments. *Pursuant to Title 2 § 973 B (12), shall serve at the pleasure of the Commission on Navajo Government Development.*

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Master's Degree in Public Administration, Business Administration or a related field; and eight (8) years of administrative and management experience, six (6) of which must have been in supervisory capacity.

**Special Requirements:**

***(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 Local Governance Act, Ethics in Government Law and Title II of the Navajo Nation Code. Knowledge of budgeting, goal setting, performance measure development, and fiscal management; skilled in contract drafting, management, procurement, compliance and enforcement; skilled in organizing, planning, and supervising; skilled in managing and directing staff, maintaining open and effective communication, and employee rights and grievance procedures; skilled in researching, interpreting and analyzing a variety of legal documents; skilled in collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; ability to forge effective working relationships with Council Delegates, Chapter Officials and staff, and the Navajo public; excellent public speaking skills and writing skills mandatory.

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