

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0044339

Date Posted: 11/21/11

POSITION NO: 242482

Closing Date: OUF

CLASS CODE: 1192

POSITION TITLE: Deputy Executive Director

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R70A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 63,564.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 30.56 Per Hour

DUTIES AND RESPONSIBILITIES:

In coordination with Executive Director: Daily oversight of Navajo Gaming Regulatory Office Divisions (Audit, Licensing, Slot Compliance, Administration), development and implementation of policies, procedures, and operating standards; supervises staff, provides additional administrative direction, guidance monitoring to sections located within the NGRO; assists in personnel issues and identifies employee training and development requirements; compliance and implementation of organizational policies and procedures and evaluation of staff at all gaming facility locations. In coordination with Executive Director: preparation of budgets, oversight of budget funds; determining funding strategy and allocation of resources; accounting and expenditure control for budget funds; monitoring compliance with appropriation and budgetary resolutions and conditions, developing, and implementing internal control mechanisms, procedures and guidelines to maintain NGRO accountability and may oversee contracts and/or grants. Reports regularly on office performance and accomplishments, maintains regular contact with the highest levels of leadership in the Navajo Nation, aids in determining effectiveness of program service delivery; interprets relevant policies, procedures, and standards; oversees research, analysis and development of proposals and grants; attends a variety of department and division meetings representing the NGRO office; meets with government officials at the highest level.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Public or Business Administration or a closely related field; and

Experience:

six (6) years of administrative or management experience, which must include supervisory responsibilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Experience in the gaming industry, *preferred*.

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

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of modern principles, procedures and practices of organizational management, planning, and supervision. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to executive office responsibilities. Knowledge of budget and reporting systems, financial controls and funding sources, program analysis and performance measures. Knowledge of executive office operational activities, issues, mission and client service requirements. Skill in developing and analyzing program plans, operating systems, procedures, and controls, budgets and forecasts. Skill in managing senior executive office staff, maintaining an open and effective communication policy.

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and/or the State of New Mexico and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license. Must be able to obtain a Navajo Nation Drivers Permit.

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