

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV03722245

DATE POSTED: 11/23/21

POSITION NO: 244673

CLOSING DATE: 12/8/2021 by 5pm

POSITION TITLE: Deputy Executive Director

DEPARTMENT NAME / WORKSITE: Navajo Nation Veterans Administration, Tse Bonito, NM Central Office

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BQ70A

WORK HOURS: 8AM- 5PM PART TIME: NO. OF HRS./WK.: _____ \$ 75,460.32 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 36.14 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Coordinate with Executive Director implement all NNVA staff duties; Collaborate with Staff and evaluate programs, and agency offices. Administrate everyday functions of organizations and coordinate with Executive Director for long term strategies. Assist with tribal, state, federal and various organizations; Benefits and claims for veterans, surviving spouse and Gold Star families. Help coordinate veteran events, activities, and Stand Downs on the Navajo Nation. Assist Executive Director with meetings and policy/procedure matters. Determines funding strategy and allocation of resources; monitors compliance with appropriation and budgetary resolutions and conditions; develops and implements internal control mechanisms.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative or management experience, which must include supervisory responsibilities.

Special Requirements:

- Possess a valid state driver's license. A favorable background investigation is required.

<<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:

Knowledge of public relations/customer service principles, practices and techniques. Skill in establishing cooperative work relationships with those contacted in the course of work, skill in effective interpersonal relationships. Ability to trouble-shoot and resolve business process impediments. Skill in effective communication and presentation. Keeping up with the demand workload.

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