

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

REQUISITION NO:	<b>OPV08419105</b>	DATE POSTED:	12/06/19
POSITION NO:	218322	CLOSING DATE:	Open Until Filled
POSITION TITLE:	<b>Deputy Executive Director</b>		
DEPARTMENT NAME / WORKSITE:	Navajo Nation Washington Office / Washington, DC		
WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP:	BD70A
WORK HOURS: <u>40+ hrs. per week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$	81,494.40 PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$	39.18 PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____		

**DUTIES AND RESPONSIBILITIES:**

In coordination with the Executive Director oversee operations of the Navajo Nation Washington Office (NNWO), including development and implementation of policies and operating standards; supervises staff, provides administrative direction, guidance and monitoring within the NNWO; handles personnel issues and identifies employee development requirements; determines compliance with organizational policies and procedures and evaluates staff performance ; performs work of unusual difficulty with responsibility to support the overall planning and execution of goals and objectives of the Nation; performs related work as assigned.

Assists with review, analysis and research on proposed pending legislation, and policy initiatives to ensure that legislation and policy initiatives to ensure that legislation and initiatives do not adversely affect the Navajo Nation; assists with drafting legislative bills, policy proposals and position papers and provides detailed reports on the activities of Congress to the Nation; advocates and communications extensively with congressional representatives and federal agencies to provide briefings and background on the issues and positions of the Nation; analyzes existing federal regulations to protect the interests of the Nation; analyzes legislative, policy and budgetary initiatives developed by the federal government; provides reports to the Nation outlining the political and policy ramification of these initiatives and provide strategic recommendation on how the Nation should address these initiatives.

Coordinate meetings with congressional representatives and federal officials; prepares materials and strategy for the meeting and accompanies Navajo officials in the meetings; develops public affairs campaigns and formulates coalitions with interest groups, non-governmental organizations and other governments to further the Nation's position; attends congressional hearings, press conferences and markups to gather important intelligence on matters of concern to the Nation; assists in the preparation of news releases and articles for publication to increase the awareness of the Nation's needs; attends strategy meetings; keeps abreast of current events and national news regarding Native Americans; may represent the Navajo Nation at various functions.

**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 experience.

*(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 Navajo Nation, state and federal governmental laws, regulations, guidelines and processes governing aspects of tribal operations relative to the principles and techniques of policy analysis; knowledge of the principles, theories and practices of the legislative process; knowledge of statutes and legal decisions governing Federal Indian Law and Federal Trust responsibilities in assigned area; knowledge of legislative, economic, and social issues affecting the Navajo Nation; knowledge of legislative affairs planning, legislative analysis techniques, regulatory systems and procedures analysis. Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; skill in the interpretation and analysis of legal and quasi-legal documents including Navajo Nation, federal and state guidelines. Skill in developing and monitoring complex legislative processes in order to analyze and present policy alternatives. Skill in managing complex internal relationships and providing advice and counsel to Navajo Nation and other governmental officials; skill in maintaining open communication and effective working relationships.

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