

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>OPV00416803</u> | DATE POSTED: | <u>12/20/18</u> |
| POSITION NO: | <u>244328</u> | CLOSING DATE: | <u>01/11/19</u> |
| POSITION TITLE: | <u>Programs and Projects Specialist (Gaming Training Coordinator)</u> | | |
| DEPARTMENT NAME / WORKSITE: | <u>Navajo Nation Gaming Regulatory Office/ Window Rock, AZ</u> | | |
| WORK DAYS: | <u>Monday-Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> GRADE/STEP: <u>AR63A</u> |
| WORK HOURS: | <u>8AM-5PM</u> | PART TIME: | <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>38,188.80</u> PER ANNUM |
| SENSITIVE | <input checked="" type="checkbox"/> | SEASONAL: | <input type="checkbox"/> DURATION : _____ \$ <u>18.36</u> PER HOUR |
| NON-SENSITIVE | <input type="checkbox"/> | TEMPORARY: | <input type="checkbox"/> |

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Executive Director. Assist with management of projects to implement strategic goals of NNGRO. Assists in analyzing, developing and achieving short and long-term organizational goals and objectives inclusive of training needs, staffing levels, regulatory requirements, regulatory reporting for National Indian Gaming Commission (federal level) and State-Tribal Compacts (New Mexico and Arizona), and identifying areas needing streamlining. Advises Executive Director and upper management team of program/project activities at manager meetings; resolves all but most demanding management and administrative problems that are fairly standardized such as ensuring budgets are in place for the projects, in-house training, and vendor contracts; keeps upper management team apprised of projects in progress and upcoming projects such as the revision of the Gaming Ordinance, Tribal Gaming Regulations and internal control standards (MICS/TICS), and the in-house training needs for NNGRO front line staff at the casinos and licensing. Ability to develop and provide orientation and instruction on Navajo Nation governmental and NNGRO policies and procedures for new and existing staff. Assists with development of internal NNGRO policies and procedures, flowcharts, new forms and implementation of such; Maintains the schedules for in-house and external trainings; plans, coordinates and implements internal gaming related training sessions from external vendors including negotiating lodging rates and room rental, and development of agenda and evaluations. Assists the Executive Director in monitoring vendor contract services and program budgets, including ensuring payments are made to trainers, vendors, hotels, and conference centers. Coordinate the employee recognition events, professional training needs, evaluations, and certifications. Monitor and prepare update reports on the improvement of required NNGRO staff's job knowledge such as tables games skills training, writing skills, investigation skills, electronic gaming machine knowledge, and staff's knowledge and use of internal policies and procedures. Maintains records on trainings, who attended and what other trainings are needed to keep abreast of gaming related job knowledge and skills. Be able to represent the NNGRO when sponsorship or resources are committed; Serve as a liaison between the Navajo Nation programs on projects assigned by the Office of the President/Vice-President, attends meetings on behalf of the organization; performs special projects assigned by the Executive Director.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in a closely related field; or an equivalent combination of education and experience.

Special Requirements:

- Must possess a valid state motor vehicle operators license.
- 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:

Strong computer skills and knowledge. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures. Knowledge of the role of a gaming regulatory agency and its structure and purpose; Ability to communicate efficiently and effectively both verbally and in writing. Ability to follow verbal and written commands; Knowledge of state and tribal gaming laws and regulations; Indian Gaming Regulatory Act; Personal Computer applications and General Office usage; Skill in customer service and public relations techniques, strong oral and written communications skills; Skill in establishing and maintaining effective working relationships with other regulatory agencies, departmental staff, tribal officials, and the public. Occasional exposure to second-hand smoke and high level of noise at the casinos.

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