

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

REQUISITION NO: DOT1117365

Date Posted: 12/31/12

POSITION NO: 241300

Closing Date: 01/14/13

CLASS CODE: 1230

POSITION TITLE: Department Manager I

DEPARTMENT NAME: Navajo Division of Transportation/ Planning

DEPARTMENT NO: 111 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R68A

Days: Monday-Friday Permanent:  SALARY:

Hours: 8:00 AM-5:00 PM Temporary:  Duration \_\_\_\_\_ \$ 53,476.80 Per Annum

Part-Time:  No. of Hrs/Wk: \_\_\_\_\_ \$ 25.71 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Oversee and manage activities in Transportation Planning Program (TPP- P.L. 638). Responsibility to administer and manage transportation planning services in research, assessment, planning, inventory, mapping for development and construction of Bureau of Indian Affairs (BIA) and Navajo Nation road systems. Ensure reporting requirements are met for administering program. Develop, implement and monitor programmatic standards and protocols to ensure efficiency and effective program operation, work with transportation committees to ensure knowledge of program mission, goals and objectives. Ensure scope of work (SOW) deliverables are accomplished. Plan, organizes, directs activities, develop guidelines and policies for improving and strengthening program services. Develops and implements internal control mechanisms to ensure change that result in increase performance in project formulation, planning and delivery a quality services to BIA and Navajo Nation transportation system. Evaluates program activities and initiates necessary action to improve and implement new methods in civil engineering or technology for planning project in accident data management system, inventory and asset management. Ensure required reports are compiled for Navajo DOT and funding source. Responsible for applications of transportation principles and practices of tribal, state and federal laws, regulations, rules, and policies as they related to transportation planning SOW and deliverables. Work collaboratively with transportation entities, community organizations in implementing projects and program. Develop and prepare budget, utilize established financial procurement for accountable expenditure control. Seek external funding and incorporate appropriation for special project. Supervisory control over program staffs and activities to ensure productivity and accountability.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor degree in Urban/Regional Planning, Civil Engineering or Transportation Planning and;

**Preferred:** American Institute of Certified Planners Certification

**Experience:**

Six (6) years of administrative or management experience including technical transportation planning, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

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

**Special Knowledge, Skills and Abilities:**

Public Law contract and grants administration, accounting and finance procedures. Familiar with Codes of Federal Regulations (CFR) for Indian Reservation Road (IRR)-(MAP-21), Geographic Information System (GIS), Information Technology (IT), analysis of complex traffic data statistics used to provide the bases for roadway system. Skills in constant technical report writing abilities and ability to multi-task. Knowledge in Urban/Regional Planning or Civil/Transportation Engineering, Public Planning, P.L. 93-638, OMB Circular

**License/Certification Requirements:**

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

**VETERAN'S 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*