THE NAVAJO NATION
Department of Personnel Management

REQUISITION NO: **DNR0587545** Date Posted: 02/25/13
POSITION NO: 242645 Closing Date: 03/08/13
CLASS CODE: 3820
POSITION TITLE: **Community Center Supervisor**
DEPARTMENT NAME: Navajo Parks and Recreation Department - Monument Valley Welcome Center
DEPARTMENT NO: 58 WORKSITE LOCATION: Monument Valley, Utah
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A
Days: Varies Permanent: ☑ SALARY:
Hours: Varies Temporary: ☐ Duration: $ 29,390.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:
Under general supervision of the Department Manager III will schedule, promote and implements various recreational and cultural activities for the community and general public; develop weekly operating and maintenance objectives and assignments for workers, develop monthly and quarterly goals for the improvement of visitor services; assist in the preparation of the annual budget, monitor Welcome Center conditions to determine necessary repairs and maintenance and coordinate with central construction crew; participates through department planning sessions in the development of the department tactical and strategic planning; participates in the Interpretive center project planning and construction oversight; consultation with local residents, chapter and agency governments, state, local and federal agencies, implement recreation activities throughout the Navajo Nation. Oversee and monitor the cash collection, remittance, deposit and reporting procedures. Develop policies and procedures for the financial management functions of the Welcome Center, directly supervises all staff in the fee collection procedures; assures accountability throughout the process; maintains close relations with vendors for qualify assurance and buyer protection; oversee and/or prepare monthly, quarterly and annual revenue reports.
Perform the personnel management function; regularly evaluate all staff to ensure their adherence to personnel policies and procedures; work assignments, and job descriptions; perform quarterly employee performance evaluations, determine strength/weaknesses and prepare individual employee development plans, including counseling, training, and other incentive efforts; meet with staff on a bi-weekly basis to review park operations, short and long range plans, and department news; and represent the staff in personnel matters and issues
Perform the public relations function, including meetings with the vendors, local residents, chapters, and other tribal entities; work with tribal regulatory agencies for the compliance of federal and tribal sanitary and health standards and requirements; develop, maintain and distribute recreational brochure, exhibits and interpretive material; work with federal and state agencies to develop the interpretation services; supervise staff involved in public contact duties; and prepare necessary training; and other duties assigned by supervisor

QUALIFICATION REQUIREMENTS:
Education and Training:
Associates Degree in Recreation, Natural Resource or closely related field
Experience:
Four (4) years of public relations or recreation/community center operation, must have been in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)
Special Knowledge, Skills and Abilities:
Knowledge of recreation administration, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing tribal operations and workplace safety related to recreation operations; knowledge in budget, cash collection and reporting systems, short and long range planning and performance measures; knowledge of operational and maintenance needs, skills in compiling and developing documents and reports; skill in interpretation and information services; ability to converse in Navajo Language
License/Certification Requirements:
Valid State Drivers License **REQUIRED,** and ability to obtain a Navajo Nation Tribal Permit, CPR and First Aid **PREFERRED**

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 02-24-04***