

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH0752986
POSITION NO: 940260
CLASS CODE: 1211

Date Posted: 03/14/11
Closing Date: 03/25/11

POSITION TITLE: Administrative Services Officer (ASO)
DEPARTMENT NAME: Navajo Nation WIC Nutrition Program
DEPARTMENT NO: 75 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: SALARY: \$ 36,753.60 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direction of the Program Director, the (ASO) Vendor Management Coordinator is responsible for implementing the current Navajo Nation WIC (NNWIC) Vendor Management Policies and Procedures. This will include developing and implementing the vendor training and monitoring component of the NNWIC Vendor Section in accordance with established rules and regulations of the NNWIC State Plan and USDA Federal Regulations. Supervises the Senior Office Specialist and provides technical assistance to the WIC administrative staff regarding vendor related issues, and assists the WIC staff regarding training and monitoring of authorized WIC vendors.

Must compile mandated USDA vendor reports as needed for program efficiency and compliance. Acts as liaison to other tribal, state, federal and other business entities and agencies serving the reservation. Maintains and monitors authorized rebates in accordance to established rules and regulations. Responsible for vendor contract agreements accordingly, authorizes WIC vendors, and monitors vendors' contract compliance on a continual basis. Ensures program integrity standards applicable to federal regulations to accommodate food delivery procedures. Ensures security and accountability of WIC Food Instruments through established monitoring and reconciliation procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and

Experience:

two (2) years of administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Considerable knowledge of the principle and practices of business administration to include basic accounting principles, inventory control, and negotiation skills. Ability to work effective working relationship with others and ability to communicate well with others. Must have public speaking abilities and must be computer literate.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, **preferred**.

VETERANS' 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