

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

REQUISITION NO: DCD0299786 DATE POSTED: 03/16/15

POSITION NO: 203019 CLOSING DATE: 03/27/15

POSITION TITLE: DIVISION DEPUTY DIRECTOR

DEPARTMENT NAME / WORKSITE: DIVISION OF COMMUNITY DEVELOPMENT ADMINISTRATION, WINDOW ROCK, AZ

WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME:  GRADE/STEP: AB70A

WORK HOURS: 8:00AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 67,433.60 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 32.42 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

- Handle routine administrative matters in the absence of the Division Director. Acts with full authority on behalf of the Division Director for appropriate decisions and problem resolution; Represents, conducts, and attends meetings and hearings for the Division Director, i.e., personnel actions, projects, negotiations, etc. Keeps the Division Director abreast of current information. Prepares reports and responses to requests, inquiries, directed to the Navajo Nation President, Vice President, and oversight committees; Prepares and presents complex reports, i.e., Quarterly Report, Annual Reports, etc.).
- Assist and collaborate with the Division Director in establishing, maintaining Division's partnership with state, county, tribal, federal, and organizations. Coordinates work activities between Division and other departments, programs, and agencies.
- Assist and collaborates with the Division Director in administrative management to ensure programs are achieving goals and objectives. Collaborate with the Division Director in project management - prioritization, evaluation, follow-up on projects related to community infrastructure and chapter governments. Assists in the Division's budget development, budgetary strategies and prioritization; and assists in various presentations as part of the approval process; Provide guidance and interpretation of laws, rules and regulations, policies and procedures; research and advises the Division Director on relative issues and applicable to the Division. Assists in evaluation and recommending amendments to Navajo Nation laws, rules and regulations, policies, and programs.
- Under the direction and guidance by the Division Director, plans, organizes, assigns, supervises, reviews and evaluates the work of administrative staff, department managers, and program supervisors. Sets employee goals and objectives and performance standards; and conducts employee performance evaluations annually and periodically. Ensures department managers and supervisors plan, monitor, and conduct appraisal employee performance work results by guiding managers to coach motivate and/or discipline employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Promotes and educates the public on the responsibilities and services provided by the Division;
- Performs special assignments as required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public Administration or Business Administration or a related field; and six (6) years of administrative, management experience, which must include five (5) years of supervisory experience.

**Preferred Qualifications:**

- A Master's degree in Public Administration or Business Administration or a related field.
- Training in Human Resources Management, Leadership building, or Program Management.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

None required.

***(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 modern principles and practices of administrative management, operations, strategic planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws. Knowledge of budget and reporting systems, financial controls and funding sources, program client service requirements. Skill in developing and analyzing program strategic plans, operating systems, procedures, controls, budgets and forecasts. Skilled in formulating and executing documents and reports, short- and long-term goals, objectives and program performance measures. Skill in managing staff and complex internal relationships, maintaining open and effective communication and effective working relationships. Providing advice and direction to subordinate managers, supervisors, and staff. Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations. Skill in the interpretation and analysis of documents including Navajo Nation, federal and state guidelines and regulations. Skill in report writing and developing documents, short and long-term plans, and performance measures. Strong verbal and written communication skills required; must be computer and Internet literate, and proficient with Microsoft applications. Proficiency in both spoken English and Navajo languages.

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