

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0863103

Date Posted: 04/26/11

POSITION NO: 209312

Closing Date: 05/09/11

CLASS CODE: 1232

POSITION TITLE: Department Manager III

DEPARTMENT NAME: DNR/Navajo Nation Archaeology Department

DEPARTMENT NO: 86 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N70A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: _____ \$ 63,564.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 30.56 Per Hour

DUTIES AND RESPONSIBILITIES:

Under administrative direction, performs work of considerable difficulty in providing administrative and managerial direction of the Navajo Nation Archaeology Department which is engaged in the scientific research and study of past human activities; plans and executes departmental goals and objectives; and serves as technical expert and authority on matters of archaeological issues. Executes department policies to meet and improve program effectiveness; maintains compliance with federal statutory laws and regulations governing past human activities; assures program mission is in compliance with departmental goals and objectives; develops policies to supplement and carry forth regulations governing program activity; provides authoritative advice and technical expertise on matters of major archaeological concerns. Strengthens program activities through program evaluations and implements internal control mechanism through developmental of procedures and guidelines in maintaining program accountability; develops and administers program budget; negotiates contract agreements; represent program on behalf of the department; meets with representatives of major organizational levels of federal and state agencies including legislative and exec

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or a preferred field of Archaeology or Anthropology; . ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Experience:

and eight (8) years of experience in archaeological administration, management, and/or research work; (2) two years must have been a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of archaeological principles, theories, concepts, methodologies and techniques. Knowledge of traditional practices and beliefs of the Navajo Nation, and the regions southwest prehistory. Knowledge of modern principles and practices of public administration. Knowledge of program operations, strategic planning, and management practices. Knowledge of the Nation's budget and reporting systems, program analysis and performance measures. Skill in interpreting federal laws and regulations as they pertain to the archaeology profession. Skill in managing archaeological contracts and respective overall program operation. Skill in developing program plans, goals and objectives. Skill in reviewing and evaluating archaeological findings and/or reports to sufficiently provide expert guidance and recommendation on subject matters.

License/Certification Requirements: State driver's license and Navajo Nation driving permit.

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