

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS05110153

DATE POSTED: 05/18/15

POSITION NO: 234897

CLOSING DATE: 06/02/15

POSITION TITLE: Department Manager II

DEPARTMENT NAME / WORKSITE: DGS - Insurance Services Department - Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB69A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 29.73 PER ANNUM

SEASONAL: DURATION : _____ \$ 61,838.40 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Division Director of General Services, the incumbent will manage and supervise duties of considerable difficulty to accomplish the goals of the department and its programs through supervisors and subordinates of the Employee Benefits , Risk Management , Safety & Loss Control and Workers' Compensation including the requirements of administrative services to the Navajo Nation Insurance Commission. The incumbent will manage and organize all functions required to operate and maintain departmental work activities and services performed by subordinates in accordance with established policies and procedures, applicable laws and standards to ensure best quality services. The incumbent will establish and implement an annual strategic plan to include a short and long range plan that incorporates all programs with the department. The incumbent will organize and insure the completion of the annual Employee Performance Appraisal Forms for the Program Supervisors and department staff. Incumbent will plan and develop an annual departmental budget. Incumbent will abide by and enforce the Navajo Nation Personnel Policies. Incumbent will compose reports and conduct oral presentations as requested. Incumbent will perform duties outlined in the Plan of Operation in the best interest of the Insurance Services Department and insured participants of the Navajo Nation, political subdivisions and enterprises. The immediate supervisor may assign other duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Public or Business Administration, or a closely related field; and four (4) years of administrative or management experience, three (3) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's Degree in Business Administration, or Public Administration, Political Science or a closely related field.

Special Requirements:

- Possess valid state driver's license.

(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:

Knowledgeable in business and management principles techniques involved in strategic planning, resource allocation and leadership technique. Knowledgeable and maintain abilities in excellent writing and oral communication skills. Must maintain knowledge and abilities in leadership skills. Abilities and skilled at maintaining composure and competence under pressure to achieve target assignment deadline within given time. Must have the abilities to initiate, manage cross-functional teams and multi-disciplinary projects. Abilities and skilled in critical thinking, judgement and decision making, and problem solving including planning and organizing. Must have the abilities and skills in negotiation and conflict resolution. Must have considerable knowledge of insurance for property and casualty, employee life and health coverage, workers' compensation and safety loss control program.

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