THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05811956**	DATE POSTED:	05/23/16
POSITION NO:	241950	CLOSING DATE:	OUF
POSITION TITLE:	**Park Manager (S)**		
DEPARTMENT NAME / WORKSITE:	NPRD - Canyon De Chelly, Chinle, AZ		

WORK DAYS:	Varies	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of considerable difficulty providing on-site management and administration of new park operation within the Navajo Nation; supervises assigned staff, plans, directs and manages the overall operations of Canyon De Chelly including maintenance, park protection, interpretation and fee collection activities; development and administation of short and long term plans and annual budget, accounting and expenditure controls; develops and implements internal control mechanisms, procedures and guidelines; develops and evaluates goals and objectives; assures effective park operations are in accordance with applicable standards, policies and procedures; develop necessary Park Policies

Supervise, assigns and reviews work of assigned staff; oversees personnel matters, staffing and employee development, conducts employee performance appraisals and takes appropriate action when needed; communicates park activities through reports; presentations and meetings; provides technical assistance on implementing service activities, interpreting relevant polices, procedures and standards; conducts research and analysis of proposed park services; attends meetins; represents park/department in both public and private meetings

Establishes and maintains business relationships with tour operators, commercial filiming companies, tribal officials, governmental representatives and the public; performs diverse administrative duties including writing of correspondence and reports, approving and processing forms, development of proposals and presentations and special assignments as required; procures office and operational supplies and equipment and performs related work as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Parks and Recreation, Leisure Service Management or closed related field; and three (3) years of park operations related experience, two (2) of which must have been in a supervisory capacity

Preferred Qualifications:

A Bacherlor's degree in Natural Resources

Special Requirements:

Possess a 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:

Knowledge of modern principles and practices of parks and recreation administration, supervision and personnel management procedures and practives; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations and workplace safety related to park operations; knowledge of budget, cash collection and reporting systems, service delivery analysis, short and long range planning and performan measures; knowledge of park operational and maintenance needs, organizational mission and client service requirements; skills in researching and developing documents and reports, managing staff and complex internal relationships, maintain open communication and effective working relationships, provide advise and direction to stafff; skill in analysis and evaluation of information to arrive at sound conclusions and recommendations; skill in interpretation and analysis of legal and quasi-legal documents including tribal, federal and state regulations related to park operations; ability to converse fluently in Navajo Language Incumbent must obtain a Navajo Nation Vehicle Operator's Permit with 90 days of date of hire

<<A favorable background investigation is required>>

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