

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DCD09211979</u>	DATE POSTED:	<u>05/31/16</u>				
POSITION NO:	<u>241746</u>	CLOSING DATE:	<u>06/14/16</u>				
POSITION TITLE:	Department Manager II						
DEPARTMENT NAME / WORKSITE:	<u>DCD / Community Housing and Infrastructure Dept / Window Rock, AZ</u>						
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB69A</u>		
WORK HOURS:	<u>8:00 - 5:00</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>	\$ <u>61,838.40</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u> </u>	\$ <u>29.73</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>	<u> </u>			

DUTIES AND RESPONSIBILITIES:

- Administration and Supervision: Administers and manages multi-million dollar projects; directly supervise six middle management positions and oversees approximately 20 employees. Conducts organizational/staffing assessment; supervises professional and technical staff personnel; promotes teamwork; make assignments and evaluates performances to ensure accountability; conduct functional assessment to ensure positive performance level and determine chain-of-commands; and implement and enforce internal controls for an effective services delivery.
- Compliance: Develops quality assurance through internal controls policies, monthly review of fiscal status, status and progress report; review and understand the federal regulations and state regulations governing state funded projects; ensure compliance with NN laws and other applicable laws and regulations.
- Fiscal Management; Develop budgets in accordance to department's goals, objectives, strategies; review monthly expenditure pattern; conduct budget analysis compared to project progress; review contract terms and conditions for budget for services; initiate a control expenditure process; monitor match funding and cost sharing on a quarterly basis; review and submit financial reports to Division; assist with project/program audits, provide audit reports, and preparing and implementing corrective action plan for audit closure.
- Program Management: Strengthens and establishes an effective department operations by: promoting innovation and creative management practices and service deliveries; develop proposals and negotiates the terms/conditions for agreements and contracts with government entities, service providers, and vendors/consultants; attends meetings, make presentation and promotes the CHID department at meetings with chapter officials/ staff, NN Division/program, NN Committees, federal agencies, state and other tribal entities and non-profit organization; and provides testimonies for funding.
- Planning: Promotes plans and directions by conducting annual strategic planning sessions; develops and submits short and long department plans to the Divisions; reviews and approves work schedules, assignments, goals, and project implementation plans, develops, reviews, amends and implements program operation policies, procurement and fiscal procedures to ensure program accountability and compliance; recommends changes or revision to legislations and budgets; coordinates with the Division, OMB, OOC and DOJ on recommendation to improve the fiscal process; use the plan to develop and forecast operational and project findings.
- Project Management: develop and approves project implementation schedules; promotes project ownership by involving the stakeholders through periodic project coordination meetings; seek and promote citizen participation and local support for timely implementation of projects; ensures staff roles and responsibilities are clear; develop project procedures with goals/objectives with timeframes; review and approve project scope of work for implementation; on a frequent basis monitor and evaluate project and recommend changes to project schedules; provide needed training and technical assistance to chapter staff and others; develop a monitoring plan and requisitions; initiate and use the "Woven Information of Navajo Data" to track projects; maintain ongoing communication through reports and meetings with all stakeholders, i.e. funding

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 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:

Extensive knowledge on Project Management and Construction Management.

Must demonstrate the following skills: team leadership and management skills; financial management skills; supervisory and human resource management skills; contract management skills; strategic planning skills; analytical and problem solving skills; decision making skills; negotiations skills; computer skills including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level; effective written communications skills including the ability to prepare reports, policies and motions; effective verbal and listening communications skills; effective public relations and public speaking skills; research and program development skills; stress management skills; and time management skills.

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