THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05810214**	DATE POSTED:	**06/02/15**
POSITION NO:	**241950**	CLOSING DATE:	**06/15/15**
POSITION TITLE:	**Park Manager**		
DEPARTMENT NAME / WORKSITE:	**DNR/Navajo Parks & Recreation Department/Canyon DeChelly/Chinle, AZ**		

WORK DAYS:	Mon - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8am - 5pm	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 moderate difficulty providing on-site management and administration of large park operations within the Navajo Nation; supervises assigned staff; plans, directs and manages the overall operations of Monument Valley Tribal Park including maintenance, park protection, interpretation and fee collection activities; development and administration 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. Supervises, 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 meeting; provides technical assistance on implementing service activities, interpreting relevant policies, procedures and standards; conducts research and analysis of proposed park services; attends meetings; represents park/department in both public and private meetings. Establishes and maintains business relationships with tour operations, commercial filming 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; and performs related work as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Parks and Recreation, Leisure Services Management or closely 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 Bachelor's degree in Natural Resources.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background ivestigation.

(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 proactive of parks and recreation administration, supervision and personnel management procedures and practices; 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 performance 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 advice and direction to staff; 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 convers fluently in Navajo Language

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