

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08110225

DATE POSTED: 06/02/15

POSITION NO: 152073

CLOSING DATE: 06/15/15

POSITION TITLE: Administrative Services Officer

DEPARTMENT NAME / WORKSITE: LB/Office of Legislative Services / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB64A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 40,414.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 19.43 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Conduct business with the Navajo Nation Executive Branch, Department of Transportation, Public Safety, Private and Federal Corporations, Navajo Nation Enterprises, Non-Navajo Enterprises, Internal Auditors, Federal Auditors, Entrepreneurs, Navajo Nation owned Businesses, Non-Navajo Businesses, Navajo Nation Legislative Branch, the Navajo Nation Judicial Branch Departments, for administrative support for the Office of Legislative Services. Provides and/or coordinates administrative/technical office duties. Composes public information documents and/or correspondence for Executive Director's review/signature. Reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orientates, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate. Receives and evaluates complaints; identifies and recommends an appropriate course of action to the Executive Director. Organizes, implements and coordinates administrative activities; supervises support staff to achieve organizational goals and objectives. Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents. Prepares performance evaluation forms for the Executive Director. Maintains confidentiality of all personnel and fiscal documents. Prepares position classification questionnaires and job vacancy announcements to maintain efficient operation of the legislative branch, Office of Legislative Services. Individual shall review each employee personnel file on a monthly basis to ensure all licenses, certificates, and permits are not expired and in good standing. Will plan and schedule new employee orientation for new employees, on a monthly basis, as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative experience.

Preferred Qualifications:

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

(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 public administration, governmental accounting, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting. Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials.

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