

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0433243

Date Posted: 06/20/11

POSITION NO: 941391

Closing Date: 07/01/11

CLASS CODE: 1981

POSITION TITLE: Senior Management Analyst

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 43 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R66A

Days: M-F

Permanent:

SALARY:

Hours: 8AM-5PM

Temporary:

Duration: _____ \$ 45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs broad and extensive management analysis studies of new and exiting program activities that are complicated by legislative actions, changes and/or decisions; provides line management with program information to objectively make decisions on administrative and programmatic operations, performs related work as assigned. Conducts complex organizational and procedural analysis; evaluates recommended organizational changes and reports on the merit of the recommendations; conducts financial studies to determine the availability of resources for funding current or new programs; designs, develops and provides technical assistance in establishing and implementing recommendations.

Performs a comprehensive analysis of special projects and prepares reports as requested; interprets and implements new budgeting, organizational or administrative standards; determines compliance with appropriations processes and recommends alternatives for improving business/operational standards; answers inquiries, resolves complaints and advises organizational units on administrative/organizational policies and procedures. Advises department and divisions on budget problems, policies and procedures and assists them in the maintenance of property and budgetary controls; provides planning, conducting feasibility studies/assessments, proposal writing, research and technical support services; assists with the study of the interflow of data collection/control systems and devise/implements a compatible system to improve administrative workflow.

QUALIFICATION REQUIREMENTS:

Education and Training:

A bachelor's degree in Public or Business Administration, Government Management, Industrial Engineering, Political Science or closely related area; and

Experience:

four (4) years of progressive responsible work experience in public administration, research and finance; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of advance management and organizational practices with a comprehensive knowledge of planning, programming and budgeting. Knowledge of organizational relationships; knowledge of analytical and evaluation methods and practices as applied within the public sector; knowledge of legislative and economic issues affecting the Navajo Nation; knowledge of computer databases and spreadsheets files; skill in analyzing management, financial, human resources and other operational systems, procedures and controls; skill in analytical and evaluation judgment; skill in preparing and delivering briefings to managers on study findings and recommendations; skill in fact finding and investigating discrepancies.

License/Certification Requirements:

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, ***preferred***.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99