

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0313797

Date Posted: 07/05/11

POSITION NO: 211918

Closing Date: 07/18/11

CLASS CODE: 1211

POSITION TITLE: Administrative Services Officer

DEPARTMENT NAME: Office of Government Development/Legislative

DEPARTMENT NO: 31 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Mon. - Fri-

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direction of the Executive Director, is responsible for preparing the annual operating budget. Also provides all accounting and financial functions of the program, including processing RDPs , PRs, ICRs, and other necessary paper work relating to program expenditures.

Provides administrative support for the office, including preparing meetings packets, taking minutes of meetings and providing written copies of the meeting minutes. Assist the Executive Director with all directive provided by the Office of the Speaker, standing committees and the Navajo Nation Council. Records documents, for statistical purposes, that are distributed, such as new letters brochures and other pertinent information.

Provides administrative support for all projects of the program, such support includes reporting and distributing correspondences and making follow-up phone calls when necessary to reviewers, consultants, chapters, and other Navajo Nation programs. Administrative support also includes processing financial paper work for any and all projects from other federal appropriations, maintain files, monitor all activities associated with those projects.

Also provide technical assistance to chapter staff on Local Governance Act, Five Management Systems, Land Use Plans, Economic Development Land Use Plans, and etc.; Provide assistance to the public requesting information about the program by answering questions and distribute written materials.

Provide assistance at conferences, workshops, orientations, meetings, major activities in government development, government reforms, alternative forms of governance, etc.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration, Human Resource Management or closely related field; and

Experience:

two (2) years of administrative experience; 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 transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Research Skills

License/Certification Requirements:

Valid State Driver's License, *preferred* .

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-96