

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1052135

Date Posted: 07/06/10

POSITION NO: 234413

Closing Date: 07/19/10

CLASS CODE: 1191

POSITION TITLE: Deputy Division Director

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 105 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N700A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 61,360.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 29.50 Per Hour

DUTIES AND RESPONSIBILITIES:

Under administrative direction, performs work of unusual difficulty with responsibility to serve as the Deputy Division Director. Coordination with the Division Director in administrative, planning management support. Prioritization, evaluation, follow up on projects related to transportation (engineering, clearances, planning, maintenance, finance, personnel, airports and legislative). Coordination with the Division Director in establishing, maintaining Division's transportation partnership with state, county, tribal, federal, and national organizations. Primary execution of objectives is to implement Memorandum of Agreement/Memorandum of Understanding with transportation organization entity.

Provide various range of update reports to the Navajo Nation President, Vice President, oversight committees, transportation committees/boards, other transportation organizations. Assists in providing guidance on transportation issues to Executive and Legislative Branches of the Navajo Nation Government. Administrative planning and direction of Navajo Nation Fuel Excise Tax (FET) Program. Involves re-evaluation of the existing resources of the Division and making necessary changes to ensure Division is adequately staffed, funded and supported in achieving goals and objectives of the FET. Work involves a minimum of physical effort in an office setting. Conduct regular meetings with department and program management.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Public Administration or Business Administration or a related field; and

Experience:

Six (6) years of administrative, management experience, which must include five (5) years of supervisory experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Experience in transportation construction and planning in a governmental setting, **preferred**.

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

Special Knowledge, Skills and Abilities:

Extensive knowledge of transportation laws, rules and regulations at the federal, state, county, tribal and national levels. Special Training in construction safety, project management, program evaluation and strategic planning. Attend and participate in quarterly planning and strategic meetings with transportation issues to Navajo Nation Government, Executive and Legislative Branch. Clearly communicating Division's standards for reporting, project management, priorities, planning (Long and Short Range), comprehensive review of division goals and objectives. Effective public communication abilities (Navajo/English) to effectively represent Division of Transportation internal/external to the Navajo Nation, including all governmental entities at the federal, state, county, tribal and national level. Knowledgeable of Navajo Nation budgetary internal/external development process; personnel policy & procedures. Skills in managing division, department staff and maintaining an open communication policy. Skills in maintaining accountability.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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: 1-15-99