THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**LB08512237**	DATE POSTED:	07/18/16
POSITION NO:	202041	CLOSING DATE:	07/29/16
POSITION TITLE:	**Executive Director**		
DEPARTMENT NAME / WORKSITE:	Legislative Branch - Ethics and Rules Office - Window Rock, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB71A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 73,507.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 35.34	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

The Ethics and Rules Office (ERO) Executive Director performs work of extreme complexity. The ERO Director oversees and is engaged in various complex administrative and ethical matters that can be highly controversial and confidential and of which can have a serious impact on the Navajo Nation and Navajo members. The ERO Director will oversee and coordinate with department Ethics Presenting Officer and Ethics Investigators to ensure that the Navajo Nation and Navajo Nation Government officials are held to the highest standards of ethical conduct per Ethics in Government Law 2 N.N.C. §§ 3741-3793 et. seq and prosecuted for violations there of. The ERO Director shall develop and/or revise an existing ERO strategic plan to ensure that ethical clearances, interviews, investigations, intakes and consultations, hearing notices, and subpoena duces tecum are being completed effectively and efficiently. The ERO Director shall ensure that the Ethics and Rules Office continues to educate and inform local chapters and departments on the Ethics in Government Law.

The ERO Director shall be responsible for the department budget and personnel to ensure that the department is functioning to the best of its ability. The ERO Director will have constant communication with other Navajo Nation branches, departments, committees, entities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's Degree in Public Administration, Business Administration or a related field; and eight (8) years of administrative or management experience, six (6) years of which must have been in a supervisory capacity. Juris Doctorate will be accepted by the hiring department.

Special Requirements:

- Possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(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 the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of legal terminology and standard legal formats; knowledge of Navajo Nation Law, policy and procedures, and rules and regulations, as well as, applicable state and federal statutes, rules, and regulations; knowledge of the principles, practices, and methods of criminal investigation information assessment, evidentiary gathering of information, documents, financial records, and other documents to be used before a hearing committee; knowledge of court and administrative law processes; ability to analyze evidence gathered; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing , database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional/legal manner; applying judgement in the release of confidential information.

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