

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1399147

DATE POSTED: 08/20/14

POSITION NO: 243193

CLOSING DATE: 09/03/14

POSITION TITLE: DEPARTMENT MANAGER II

DEPARTMENT NAME / WORKSITE: DIVISION OF COMMUNITY DEVELOPMENT ADMINISTRATION, WINDOW ROCK, AZ

WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y69A</u>
WORK HOURS: <u>8:00AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>60,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>28.86</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

▪ **Administrative Duties:** provides direct supervision, guidance and training to the Administrative Assistant and the Administrative Service Centers (ASC) Senior Planners and Senior Accountants; provides primary oversight of all ASC administrative and service delivery functions; approves short and long terms departmental goals, conducts organizational/staffing assessment; promotes teamwork; makes assignments and evaluates staff performances for effectiveness and accountability; evaluates and monitors staff activities and performance of personnel; takes disciplinary action when appropriate in accordance with Navajo Nation Personnel Policies and Procedures; implements and enforces internal controls for effective service delivery; reviews weekly/monthly/quarterly reports from ASC managers on operational activities; develops, reviews and approves annual departmental budgets; approves department goals and objectives under Form 2, and monitors performance measures; recommend and develop policy changes; legislation, budgetary appropriation to enhance service delivery to all 110 chapters; attends staff, oversight, NN Council, Agency District, and other departments and agencies meetings. Review and approve ACS employee timesheet; attends department/program meetings; coordinates and conducts trainings for ASC and chapter personnel related to fiscal matters, project planning, grant/proposal writing, human resource, IRS law, employee compensation, labor laws, and legislative and governmental function/mandates; Develops quality assurance through internal controls policies, monthly review of fiscal status, status and progress report; review and understand the state regulations and federal regulations regarding projects to ensure compliance with NN laws and other applicable laws and regulations. Develop accounting and financial management policies and procedures resulting in desired financial reporting.

**Department Management:** provides oversight on projects, monitors and approves department procurement activities and contract negotiations, develop consistent project schedules and completions, develop internal policies and procedures for monitoring projects, analyzes statistical information and technical reports from ASC managers to evaluate the feasibility of plans and projects. Assist ACS planners by coordinating with project stakeholders (NTUA, NHA, IHS, DES, CIO, CHID, SWMP and other Navajo Nation departments, federal/state/local agencies, vendors, contractors, etc.) to ensure that projects are adhering to established timelines and expenditures; assist ASC planners by working closely with these stakeholders on clearly communicating established policies and procedures for implementation of projects from pre-planning to final close-outs; develop internal policies and procedures for monitoring projects, develops quality assurance controls, and monthly reviews of fiscal status and progress reports; reviews and monitors grant conditions under federal and state regulation/guidelines governing state funded projects; ensure compliance with NN laws and other applicable laws and regulations. Policy development to guide chapter officials, chapter staff, and partners to establish goals, policies, priorities, and regulations pursuant to Title 26, Navajo Nation, state, and federal laws. **Technical Assistance and Monitoring:** deals with a variety of complex issues relating to project development, land issues, personnel issues, legal issues; resolving various conflicts at multiple jurisdiction and levels (chapter, NN, local, state, and federal); work closely with chapter officials and staff to review and provide guidance on all phases of chapter development projects from conception to completion; assist with chapter audits, . Develop training guidelines, assessments, policies, forms, manuals, modules, plans, etc.; evaluates training instrument for effectiveness, established focus group to evaluate training materials. **Program outreach:** Attends NN oversight, NN Council meetings, Agency Council and chapters meetings, coordinate and meet with other NN division/departments to promote department services and priorities. Provide ongoing public educational contacts through local media venues and events. **Other:** researches, analyzes, and interprets all applicable Navajo Nation, federal, state and including governmental overall professional planning practices, accounting and budgeting principles. Other duties as assigned by DCD Division Director and Director including but not limited to delegation of authority, presentation at chapters, attending District Council meetings, participation in DCD task force groups, and participation on hiring committees.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or a closely related field; and four (4) years of administrative or management experience, three (3) years of which must have been in a supervisory capacity.

**Preferred Qualifications:**

- A Master's degree in Business Administration, or Public Administration, Political Science or a closely related field.

**Special Requirements:**

- Possess a valid state driver's license.

*(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:**

Must demonstrate fluency in Navajo and English language.

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