

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

REQUISITION NO: <u>OPV08410884</u>	DATE POSTED: <u>10/12/15</u>	
POSITION NO: <u>218322</u>	CLOSING DATE: <u>10/30/15</u>	
POSITION TITLE: <u>DEPUTY EXECUTIVE DIRECTOR</u>		
DEPARTMENT NAME / WORKSITE: <u>OPVP/NAVAJO NATION WASHINGTON OFFICE/WASHINGTON, D.C.</u>		
WORK DAYS: <u>5+ days per week</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC70A</u>
WORK HOURS: <u>40+ hours per week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>77,542.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>37.28</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

In coordination with Executive Director, will assist with oversight of operations of the Navajo Nation Washington Office (NNWO), including development and implementation of policies, procedures and operating standards; supervises staff, provides administrative direction, guidance and monitoring within the NNWO; handles personnel issues and identifies employee development requirements; determines compliance with organizational policies and procedures and evaluates staff performance; performs work of unusual difficulty with responsibility to support in the overall planning and execution of goals and objectives of the Nation; performs related work as assigned.

Assists with review, analysis and research on proposed and pending legislation and policy initiatives to ensure that legislation and initiatives do not adversely affect the Navajo Nation; assists with drafting legislative bills, policy proposals and position papers; prepares and provides detailed reports on the activities of Congress to the Nation; advocates and communicates extensively with congressional representatives and federal agencies to provide briefings and background on the issues and positions of the Nation; analyzes existing federal regulations to protect the interests of the Nation; analyzes legislative, policy and budgetary initiatives developed by the federal government; provides reports to the Nation outlining the political and policy ramifications of these initiatives and provides strategic recommendation on how the Nation should address these initiatives.

Coordinate meetings with congressional representatives and federal officials; prepares materials and strategy for the meeting and accompanies Navajo officials in the meetings; develops public affairs campaigns and formulates coalitions with interest groups, non-governmental organizations and other governments to further the Nation's position; attends congressional hearings, press conferences and markups to gather important intelligence on matters of concern to the Nation; assists in the preparation of news releases and articles for publication to increase the awareness of the Nation's needs; attends strategy meetings; keeps abreast of current events and national news regarding Native Americans; may represent the Navajo Nation at various functions.

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

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative or management experience, which must include supervisory responsibilities.

**Preferred Qualifications:**

- A Master's degree in Business, Public Administration, Public Policy or a closely related field.
- Five (5) years of supervisory experience.
- Proficient in Microsoft Office software or other computer applications.
- (A Juris Doctorate degree; two (2) years of appropriations, lobbying, and congressional experience, **program preferred**.)

***(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:**

Legislative and federal government work experience preferred.

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