

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0204345

Date Posted: 11/21/11

POSITION NO: 202659

Closing Date: 12/06/11

CLASS CODE: 1231

POSITION TITLE: Department Manager II

DEPARTMENT NAME: Design and Engineering Services

DEPARTMENT NO: 20 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R69A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40+ \$ 28.02 Per Hour

DUTIES AND RESPONSIBILITIES:

Directs and supervises the operation of the Department to plan, evaluate, organize & accomplish goals and objectives; Administers personnel functions, including recruiting/placement of personnel, and annual performance evaluations. Establishes and implements policies for program operation and insures compliance to guidelines, rules, and regulations established by the Navajo Nation and other funding sources; Analyzes budget requirements and recommends funding strategy; Prepares program budget; funding modifications, resolutions, grant proposals and applications to obtain funding; Represents the Design and Engineering's Services Department and the Division of Community Development in meetings with other departments, divisions, and local, state and federal agencies, legislative committees, and other groups as required; Prepares correspondences and program reports for various committees, Navajo Nation, County, State and Federal Agencies; Monitors and evaluates existing programs to ensure compliance and quality assurance. Manages and coordinates activities of employees engaged in the design and development of new or modified project. Coordinates production of architectural drawings specifications, bid documents, contract administration. Provides progress and fiscal reports to chapters on their respective projects. Attends chapter planning meetings and project coordination meetings upon chapter's request. Conducts periodic buildings inspections of department's monitoring projects. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

seven (7) years of administrative or management experience, three (3) years of which must have been in a supervisory capacity; 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 college transcripts, degree, certifications, diploma, etc.)

Special Knowledge, Skills and Abilities:

Extensive knowledge in architectural, engineering, surveying; topography drawings; grantsmanship in federal agencies, knowledge in development of various contractual agreements (construction, professional services, etc.) Must be multi-talented with managerial and administrative experience. Must have a broad comprehensive background in architecture, engineering, and construction. Have a minimum of six (6) years experience in the field of building construction, architecture, and construction management. Able to coordinate mechanical electrical, structural, civil engineering, topography, drainage, & geotechnical consultants. Must be familiar with building codes -- U.B.C., U.P.C., U.E.C., U.M.C.; fire protection codes and life safety codes.

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