THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0584323** | Date Posted: **11/21/11**

POSITION NO: 241016 | Closing Date: **12/06/11**

CLASS CODE: 1218

POSITION TITLE: **Park Manager**

DEPARTMENT NAME: Four Corners Monument - Navajo Parks & Recreation Department

DEPARTMENT NO: 58 | WORKSITE LOCATION: Fourt Corners Nat'l Monument - TeecNosPos, AZ

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R64A

SALARY:
$ 38,084.80 Per Annum
$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty providing on-site management and administration of Four Corners Monument; will supervise staff; will plan, direct and manage the overall operations of the Park including maintenance, park protection, interpretation and fee collection activities; development and administration of short and long term plans; assist with the annual budget, administer procedures and guidelines to staff; develop and evaluate the Park's goals and objectives; assures effective accounting, expenditure controls and park operations are in accordance with applicable standards; assist with development of necessary Park Policies.

Park Manager will assign and review work assigned to staff; will oversee personnel matters, meet with staff and process employee's developments; conduct employee performance appraisals; will take appropriate action when necessary; communicate with department on park activities through reports, responsible for presentations and report updates at staff meetings; provide assistance on implementing visitor services, responsible for enforcing relevant policies, procedures and standards for the Park and Department; conduct research; attend Department Program Managers/Supervisor's meetings; will represent Park meetings relating to the Park area and other duties assigned by supervisor.

Responsible for establishing and maintaining business relationships with tour operations, commercial filming companies, tribal officials, governmental representatives and the public; responsible to perform diverse administrative duties to include written correspondence and reports, responsible for development of proposals and special assignments as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Parks and Recreation, Natural Resources, Public Administration, Leisure Service Management or closely related field ***(to receive full credit for education applicant must submit transcripts, degrees and current certificates, etc.)***

Experience:

Four (4) years of park operations related experience, two (2) 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves a minimum of physical effort primarily in an office setting with frequent work in the parks or remote work sites.

Special Knowledge, Skills and Abilities:

Knowledge of parks and recreation administration, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing tribal operations and workplace safety related to park operations; knowledge of budget, cash collection and reporting systems, short and long range planning and performance measures; knowledge of park operational and maintenance needs, skills in compiling and developing documents and reports, managing staff relationships, maintain open communication and effective working relationships, provide advice and direction to staff; skill in interpretation and information services; ability to converse in Navajo Language.

License/Certification Requirements:

Must possess a Valid State Drivers License and able to obtain a Navajo Nation Tribal Permit within 90days of employent.

VETERANS PREFERENCE APPLIES

NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***