THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392670** | Date Posted: **12/06/10**

POSITION NO: **241853** | Closing Date: **12/17/10**

CLASS CODE: **1211**

POSITION TITLE: **ADMINISTRATIVE SERVICES OFFICER**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Monument Valley, AZ**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N640A**

SALARY:
$ **36,753.60** Per Annum
$ **17.67** Per Hour

DUTIES AND RESPONSIBILITIES:

Provides high level technical administrative support to the Program Supervisor II (PS II) and is delegated in the absence of the PS II, coordinates with the ten Support Services section regarding specific needs identified by the agency office requiring technical assistance; is assigned to assist in developing budgets for tribal, state, and federal reflective of the Service Delivery Area (SDA) of the field office; researches funding opportunities available within the SDA; determines cost saving measures for more efficient and effective use of funding resources to improve delivery of services within SDA; reviews financial paperwork (travel authorizations, purchase requisitions, purchase orders, etc.) to assure compliance with funding requirements and guidelines to maintain fiscal accountability to prevent an audit finding.

Coordinates administrative management activities that include preparing technical correspondence (i.e., lease agreements, modifications, & position papers) and develop proposals for various fund sources available within the SDA; assist to implement the corrective action to improve case management review of case files, assist the Quality Assurance section to develop and implement corrective action for each discrepancy identified; assist PS II to prepare Crystal reports each month and quarter on the number of clients served and the work participation rate.

Assist and coordinate necessary staff development and staff training to include the Human Services Certificate, Intense Case Management, FAESS Policy Manual, NNPSR Incentives for Customers and Dependents, NN Personnel Policies, NN Motor Vehicle Policies, NN Procurement Policies, NN Travel Policies and Procedures, NNPSR Internal Policies, and all other related administrative and program training required at the agency level; assist with the development of performance standards for each agency position and assist with the recognition of employees based on their performance.

Coordinates, arranges, and prepares for weekly staff meetings, monthly Leadership Meetings, Quarterly Staff Meetings, and meetings with other service providers such as Navajo Workforce Development, Child Support Enforcement, Child Care Development Fund, Head Start, local schools, local chapters, non-profit organizations, businesses on or near the Navajo Nation, and all other relevant entities and organizations to meet on a regular basis to discuss the coordination and collaboration to improve the delivery and quality of services to the customer and their dependents; develops correspondence to extend invitations to each organization as appropriate, develops agendas, and prepares meeting arrangements; assists the supervisor to facilitate the meetings and record minutes.

Represents the PS II as necessary to attend meetings, provide presentations, present issues to tribal, state, and federal officials, public officials, customers, and to the public. Coordinates with the Public Relations section to promote agency events and accomplishments, assists in identifying success stories of customers and their dependents to be included in the program newsletter and local media.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and

Experience:

two (2) years of administrative experience; 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 transcript, certificate, diploma, etc).**

Special Knowledge, Skills and Abilities:

Knowledge of the NN Personnel Policies, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, FAESS Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Support Enforcement Policies and Procedures, and other appropriate tribal, state, and federal regulations required. Strong writing and presentation skills required; knowledge of data collection and data analysis.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment.

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