

### **CHIEF OPERATING OFFICER**

**DEFINITION:** Under administrative direction, performs operational, strategic and tactical tasks of unusual difficulty; reports to the President of the Navajo Nation; Chief Operating Office shall have overall strategic and operational responsibility for oversight, coordination, collaboration, communication and integration of Division and Executive Directors; provides leadership to division strategic planning process; supports the implementation of new strategic initiatives; provides coordination for division senior management team; serves as liaison to Office of the President and Vice President (OPVP) partners; works with OPVP to keep them abreast of programmatic strategies and challenges; provides technical coordination and strategic communication to Navajo Nation owned enterprises and corporations in working with divisions; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Provides operations and strategic guidance to a number operating divisions and executive offices of the Navajo Nation Executive Branch, each headed by Division Directors and Executive Directors; exercises considerable independence in working with executive division staff; provides strategic and operations support to Executive Branch staff in accomplishing goals and objectives of the President and Vice-President.

Develops operational strategies that facilitates achievement of the overall Executive Branch goals and objectives; leads direct engagement in strategic operations planning; guides divisions in continuous process improvements of operational practices to improve overall government efficiency; participates in formulating Congressional strategies with the Navajo Nation Washington Office; formulates operational strategies to achieve President and Vice-President's goals and objectives; develops strategic partnerships with federal and state agencies to achieve goals of the Administration.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of modern principles and practices of operations management.

Knowledge of establishing strategic operational goals and objectives.

Knowledge of laws and regulations governing 638 programs.

Knowledge of program development, budgetary and financial controls.

Knowledge of complete government operational activities of significant size, issues and mission objectives of the Navajo Nation.

Skill in establishing partnership with key federal and state government agencies; including having an open policy with key staff members of congressional committees, senate representatives, etc.

Skill in developing strategic plans for government of significant size and complexity.

Skill in developing and executing policies of the Office of the President and Vice-President.

Ability to establish and maintain cooperative interdivisional and public relations.

Ability to present oral and written recommendation.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION

Class Code: 0206  
Unclassified Personnel Series  
Immediate Staff of the President and Vice-President Group  
Overtime Code: Exempt  
Pay Grade: 72

**CHIEF OPERATING OFFICER**

**MINIMUM QUALIFICATIONS:**

- A Master's degree in Public Administration, Business Administration, Energy Business or related field; and ten (10) plus years of administrative management experience, which must include eight (8) years of supervisory experience.

**PREFERRED QUALIFICATIONS:**

- Three (3) years of organizational management experience.
- Organizational development and strategic planning skills.

This position is not subject to the conditions stipulated within the Personnel Policies and Procedures.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.