

LEGISLATIVE CHIEF OF STAFF

DEFINITION: Under administrative direction, performs work of unusual difficulty in overseeing, coordinating and providing specialized staff support and counsel to the Speaker of the Navajo Nation Council requiring the application of technical legislative knowledge; 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:

Oversees, performs and provides research, analysis, development and promulgation of policy for the Speaker of the Navajo Nation Council; directs staff in the review of intergovernmental issues, local governance and related issues, and issues concerning Navajo common law utilizing conventional and electronic resource libraries; recommends and drafts appropriate legislation and discusses the impact to the Nation with the Speaker; presents legislation at Navajo Nation Council and committee meetings.

Researches and advises the Speaker on policy and administrative issues; conducts individual interviews and focus groups; attends committee and chapter meetings to understand and gauge constituent reaction to existing and proposed legislation; summarizes findings for the Speaker by developing position statements and memoranda; provides updates to constituent groups; represents the Speaker at meetings and other gatherings.

Provides supervision and direction to subordinates; assigns and reviews work upon completion; assists in the development, supervision, and training of key staff; approves administrative documents, such as resolutions, contracts, budget revisions and new personnel; attends chapter, district, county and national meetings of interest to the Legislative Branch of the Navajo Nation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of committee rules, protocol, policies and regulations.
- Knowledge of Navajo Nation organization, policies and procedures.
- Knowledge of legal terminology and basic legal processes.
- Knowledge of basic budgeting procedures and financial record keeping.
- Knowledge of a variety of computer software, hardware and peripherals.
- Skill following oral and written instructions and procedures.
- Skill conducting research and preparing reports, documents and correspondence.
- Skill presenting ideas and concepts orally and in writing.
- Skill utilizing public relations techniques in responding to inquiries and complaints.
- Skill establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

MINIMUM QUALIFICATIONS:

- A Master's degree in Government, Business or Public Administration or related field; and six (6) years of experience working with the Navajo Nation government, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Six (6) years of administrative or management experience.

THE NAVAJO NATION

Class Code: 0210
Unclassified Personnel Series
Immediate Staff of the Speaker Group
Overtime Code: Exempt
Pay Grade: 70

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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.