

### **DIVISION DIRECTOR**

**DEFINITION:** Under administrative direction of the President of the Navajo Nation, directs and manages a major division of such magnitude where management of the overall division is assisted by and performed through department and program managers; sets division goals and objectives within the context of policies established by the Office of the President and Vice-President; 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:**

Directs a major division with service delivery Nation wide; develops, issues and implements policies, regulations and guidelines which have Nation wide impact on the general public, the division directed affects large segments of the Nation's population where it is crucially important in maintaining compliance with policies of the President and Vice-President and with changing legislative laws; negotiates with federal and state funding agencies in securing federal and state grants and funds; establishes policies and partnerships with key federal and state agencies.

Restructures immediate and long range division goals, plans and objectives to meet changes in legislative and funding; approves short and long range goals and plans developed by department, program managers; opens and maintains contact with key staff members of congressional committees, principal assistants to senators and representatives, elected or appointed representatives of state and local governments, and ranking federal and state officials.

Consults regularly with department and program management, reports on division performance and accomplishments; determines effectiveness of division service delivery to other programs, departments, and tribal entities; regularly communicates division accomplishments to the President's office and the Navajo Nation Council; serves on committees and task forces, performs special assignments as required.

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

Knowledge of modern principles and practices of public administration.

Knowledge of applicable laws, regulations, and guidelines governing aspects of tribal operations relative to program responsibilities.

Knowledge of establishing short and long term division, department goals and objectives.

Knowledge of program development, budgetary and financial controls.

Knowledge of division operational activities, issues and mission objectives.

Skill in establishing partnership with federal/state agencies; including having an open policy with key staff members of congressional committees, senate representatives, elected/appointed officials of state, local governments.

Skill in developing and analyzing program strategic plans, operating systems, procedures and controls.

Skill in managing staff, complex internal relationships, maintaining an open communication policy.

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

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

THE NAVAJO NATION

Class Code: 0301  
Unclassified Personnel Series  
Executive Appointments Group  
Overtime Code: Exempt  
Pay Grade: 71

**DIVISION DIRECTOR**

**MINIMUM QUALIFICATIONS:**

- A Master's degree in Public Administration, Business Administration or related field; and eight (8) years of administrative, management experience, six (6) years of which must have been in a supervisory capacity.

**PREFERRED QUALIFICATIONS:**

- Ten (10) years of experience overseeing division or department administration level, including budget development and Human Resource Management.
- Certification in Grant Writing.

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.