

EXECUTIVE DIRECTOR

DEFINITION: Under administrative direction, performs work of unusual difficulty with responsibility to manage and direct a major executive or legislative office involving technical, regulatory or policy development; supports and implements the Nation's strategic planning of short and long-term program goals and objectives; 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 office engaged in various complex administrative matters that may be highly controversial, and that impact the overall Nation; facilitates the Nation's strategic objectives; negotiates on behalf of the Nation on important substantive matters affecting the operation of federally funded programs or services; establishes policy and partnership with key federal and state agencies; responsible for fiscal management and implementation of program mission, goals and objectives.

Frequently contacts key staff members of congressional committees, principal assistants to senators and representatives, elected or appointed representatives of state and local governments, ranking federal and state officials; consults regularly with both Executive and Legislative Branches of the Navajo Nation government; regularly communicates overall office accomplishments and issues to the highest levels of leadership in the Navajo Nation government; serves on committees and task forces and performs special assignments as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of program operations, strategic planning, supervision and personnel management procedures and practices.
Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of operations relative to program responsibilities.
Knowledge of budget and reporting systems, financial controls and funding sources, program analysis and performance measures.
Knowledge of the Navajo Nation financial structure.
Knowledge of operational activities, issues, mission and client service requirements.
Skill in developing and analyzing program strategic plans, operating systems, procedures, controls, budgets and forecasts.
Skill in formulating and executing documents and reports, grant and contract applications, short and long-term goals and objectives and program performance measures.
Skill in strategic planning, organization and project management.
Skill in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget.
Skill in managing staff and complex internal relationships, maintaining open and effective communication and effective working relationships, providing advice and direction to assigned staff.
Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.
Skill in the interpretation and analysis of documents including Navajo Nation, federal and state guidelines and regulations.
Ability to work effectively in collaboration with diverse groups of people.

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

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

- Two (2) years administrative or senior management experience in Navajo government.
- Significant and proven leadership experience.
- Project planning, revenue generation and grant writing experience.
- Proficient in Microsoft Office software or other computer applications.

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.