

DEPUTY EXECUTIVE DIRECTOR

DEFINITION: Under general direction, performs work of unusual difficulty with responsibility to provide administrative and managerial support to an executive office of considerable complexity; shares in the overall planning and execution of program goals and objectives of 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:

Assists with oversight of executive office operations, including development and implementation of policies, procedures and operating standards; supervises staff, provides administrative direction, guidance and monitoring to a variety of programs located within the executive office; handles personnel issues and identifies employee development requirements; determines compliance with organizational policies and procedures and evaluates staff performance.

Provides oversight of budget and trust funds; determines funding strategy and allocation of resources; assists with the preparation of budget; provides accounting and expenditure control for budget and trust funds; oversees contracts and/or grants; monitors compliance with appropriation and budgetary resolutions and conditions, develops and implements internal control mechanisms, procedures and guidelines to maintain office accountability.

Reports regularly on office performance and accomplishments, maintains regular contact with the highest levels of leadership in the Navajo Nation, determines effectiveness of program service delivery; interprets relevant policies, procedures, and standards; oversees research, analysis and development of proposals and grants; attends a variety of department and division meetings representing the executive office; meets with government officials at the highest level.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles, procedures and practices of organizational management, planning, and supervision.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to executive office responsibilities.

Knowledge of budget and reporting systems, financial controls and funding sources, program analysis and performance measures.

Knowledge of executive office operational activities, issues, mission and client service requirements.

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

Skill in formulating and executing, documents and reports, grant and contract applications, short and long-term goals and objectives.

Skill in managing senior executive office staff, maintaining an open and effective communication policy.

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

THE NAVAJO NATION

Class Code: 1192
Executive Series
Executive Management Group
Overtime Code: Exempt
Pay Grade: 70

DEPUTY EXECUTIVE DIRECTOR

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative or management experience, which must include supervisory responsibilities.

PREFERRED QUALIFICATIONS:

- A Master's degree in Public Administration or a closely related field.
- Five (5) years of supervisory 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.