

DIRECTOR, OFFICE OF LEGISLATIVE SERVICES

DEFINITION: Under general direction, performs work of considerable difficulty with responsibility to direct and manage the Office of Legislative Services; sets goals and objectives within the context of Legislative policies and directives set forth by the Speaker of the Navajo Nation Council; 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 all branch support activities; provides leadership in all facets of administrative and management activities; coordinates a number of branch programs where managerial decisions may substantially impact on the Nation; develops policies and guidelines for improving, strengthening, and supporting major legislative actions affecting the Nation; evaluates and redirects programs to be more productive.

Communicates with the highest levels of leadership in the Nation; deals extensively with committees of the Navajo Nation Council; meets with representatives from the Executive Branch offices; manages the development of policy changes in response to legislated actions; provides accounting and expenditure control for overall budget; determines compliance with organizational policies and procedures and evaluates staff performance.

Ensures that committee and Navajo Nation Council meetings are properly staffed, supported and scheduled; provides language interpretation and translation between English and Navajo; prepares agenda for all regular and special legislative sessions; drafts and develops legislation, correspondence and reports; serves on committees and task forces; performs special assignments as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles procedures and practices of public administration.

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, legislative rules and protocols.

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

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

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

Skill in managing staff and complex internal relationships, maintaining open and effective communication and effective working relationships, providing advise 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 a variety of documents including Navajo Nation, federal and state guidelines and regulations.

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

THE NAVAJO NATION

Class Code: 1200
Management Series
General Management Group
Overtime Code: Exempt
Pay Grade: 69

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MINIMUM QUALIFICATIONS: A Bachelor's degree in Public or Business Administration or closely related field; and six (6) years of administrative or management experience, which must include supervisory responsibilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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.