

**ADMINISTRATIVE SERVICES OFFICER**

**DEFINITION:** Under general direction, performs work of moderate difficulty; assists operating officials in performing administrative and operational functions of a division, department, program or project; provides a variety of management services essential to obtaining optimal performance of an organization; 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 the management process of a division, department, program or project, which includes fiscal/property management, contract and grants administration, personnel management, budget administration, general accounting and the development of various reporting procedures and guidelines; organizes, implements and coordinates administrative activities; supervises department, program or project staff to achieve organizational goals and objectives.

Develops, presents and administers the programs annual budget; ensures compliance with funding requirements, provides accounting and expenditure control; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability; prepares grant proposals to acquire funds in support of programs or projects.

Communicates regularly on program and/or project activities through reports, presentation and meetings; provides technical assistance to other departments and tribal entities; interprets relevant policies, procedures and standards; reviews proposed or pending legislation for impact on program and/or project activities; conducts research and analysis of proposals, legislation, and/or funding requests; represents program and/or department with tribal officials, governmental representatives and the public.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting.

Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques.

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

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials.

Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

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

THE NAVAJO NATION

Class Code: 1211  
Management Series  
General Management Group  
Overtime Code: Exempt  
Pay Grade: 64

**ADMINISTRATIVE SERVICES OFFICER**

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative experience.

**PREFERRED QUALIFICATIONS:**

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

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.