

ASSISTANT DEPARTMENT MANAGER

DEFINITION: Under administrative direction, performs work of considerable difficulty in providing administrative and managerial support to a department of considerable size and complexity; fully shares in the overall management and execution of plans, goals and objectives of the department; 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 departmental activities including achievement of short and long-term goals and objectives; assures success of specific line functions are consistent with department plans and objectives; reviews and in consultation with supervisor approves work plans developed by program managers; supervises staff and subordinate managers; manages general personnel issues, identifies staffing levels and employee development requirements; determines compliance with organizational policies and procedures and evaluates staff performance.

Provides input and assists in the development of department budget, oversees compliance with budgetary limitations, provides accounting and expenditure control for department accounts; manages contracts and/or grants; develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability.

Conducts regular communication on departmental activities and performance through reports, presentation and meetings; assists other departments or programs and tribal entities in utilizing department services, interpreting relevant policies, procedures and standards; conducts research, analysis and develops proposals and legislation; attends a variety of department, division and governance meetings to represent department with tribal officials, governmental representatives, and the public.

Performs diverse administrative duties such as development of correspondence as well as administrative, statistical and fiscal reports, approving and processing forms, serves on committees and task forces and performs special assignments as required; ensures availability of office and operational supplies, equipment and appropriate staffing levels to support department activities and mission.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of public administration.

Knowledge of department operational activities, mission and client service requirements.

Knowledge of contract or grant management, budget and reporting systems, financial controls, departmental performance assessment and measures.

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

Skill in formulating and executing, documents and reports, short and long-term goals and objectives and program performance measures.

Skill in managing contracts or grants, staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation of policies, guidelines and regulations as they pertain to the respective program.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public Administration, Business Administration or a program related discipline; and six (6) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Master's degree in Public Administration, Business Administration or a program related discipline.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.