

LITTLEWATER CHAPTER  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

EXHIBIT B

REQUISITION NO.: \_\_\_\_\_ DATE POSTED: Monday, October 13, 2025  
POSITION NO.: \_\_\_\_\_ CLOSING DATE: Friday, October 31, 2025  
CLASS CODE: \_\_\_\_\_ at 5:00:00 PM  
POSITION TITLE: CHAPTER MANAGER  
DEPARTMENT NAME: DIVISION OF COMMUNITY DEVELOPMENT  
DEPARTMENT NO.: 55 WORKSITE LOCATION: LITTLEWATER CHAPTER  
WORK DAYS/HOURS: \_\_\_\_\_ GRADE 63  
Days: MONDAY - FRIDAY POSITION TYPE: \_\_\_\_\_ SALARY: \$47,105.28  
Hours: 8:00 AM - 12:00 PM Permanent   
1:00 PM - 5:00 PM Temporary  Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum  
Part-Time  No. of Hrs/Wk: \_\_\_\_\_ \$ \_\_\_\_\_ Per Hour

**ESSENTIAL FUNCTIONS:** This list is *ILLUSTRATIVE ONLY* and is a comprehensive listing of all functions and tasks performed by incumbents of this position.

**DUTIES AND RESPONSIBILITIES:**

- > Oversees the management process of the Chapter and projects which includes fiscal/property management, contract and grants administration, personnel management, budget administration, general accounting and the development of various reporting procedures and guidelines.
- > Organize, implement, and coordinate administrative activities; supervise personnel, program, or project staff to achieve the Chapter's goals and objectives.
- > Develop, present, and administer the Chapter's annual budget; ensure compliance with funding requirements, provide accounting and expenditure control.
- > Develop and implement internal control mechanisms, procedures, and guidelines to maintain fiscal accountability; prepare grant proposal to acquire funds in support of the Chapter's projects.
- > Coordinate with elected Officials and community members in planning, implementing, and communicating development of projects.
- > Plan, develop, and administer the Chapter's Five Management System in accordance with the local governance act; research, develop, and implement the local governance initiatives, policies and procedures; interpret and provide training on the local governance act and ensure compliance.
- > Interpret policies relating to community projects, use of project funds, land issues, and other Chapter related matters; research, coordinate, and conduct community needs assessment; prepare and monitor contract and grant applications, proposals and pertinent documents; provide technical assistance on research and development of proposals, resolutions, contracts, correspondence and other documents.
- > Build, plan, and assure readiness for disasters to protect property and lives; receive and respond to request for participation in emergency planning meetings, conferences, and workshops; prepare and maintain emergency plans with Chapters, support groups, volunteers, etc.
- > Conduct assessments of the Chapter's needs through the establishment of locally based advisory committees to improve and enhance service to the community.
- > Represent the Chapter in meetings and advocates on behalf Chapter members.

**QUALIFICATION REQUIREMENTS:**

**MINIMUM QUALIFICATIONS:**

- > Bachelor of Science Degree in Business or Public Administration, Human Resources Management, Planning or related field.
- > Four (04) years of equivalent in the Business or Public Administration, Human Resources Management, Planning or related field.

**PREFERRED QUALIFICATIONS:**

- > Fluency in both Navajo and English language
- > Proficient in Microsoft Office software or other computer applications.
- > MIP Certification

**Experience:**

- > Three (03) years supervisory experience.
- > Experience in general governmental accounting and financial administration principles and practices including automated accounting systems.
- > Experience in principles and practices of management, supervisors, and planning.
- > Effectively communicate both orally and written.
- > Effectively collect, analyze, and evaluate information to arrive at sound conclusions and recommendations.

**Special Knowledge, Skills, and Abilities:**

- > Knowledge of modern principles and practices of public administration, administrative procedures and practices.
- > Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to Chapter responsibilities.
- > Knowledge of budget and reporting systems, program analysis, and performance measures.
- > Knowledge of Chapter operational activities, mission, and client service requirements.
- > Skill in developing and analyzing program operating systems, procedures, controls, and budgets.
- > Skill in preparing and developing documents, reports, computer data bases and spreadsheet files.
- > Skill in managing staff and complex internal relationships, providing advice, and direction to staff.
- > Skill in establishing and maintaining effective working relationships with Staff, Chapter Officials, Council Delegates, State & Tribal Representatives.

**For more information call Littlewater Chapter @ 505/786-2120; Application can be picked up at Littlewater Chapter**

**THE LITTLEWATER CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**