

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: <u>DNR09419901</u> | DATE POSTED: <u>08/03/20</u> | |
| POSITION NO: <u>947469</u> | CLOSING DATE: <u>Open Until Filled</u> | |
| POSITION TITLE: <u>Department Manager III</u> | | |
| DEPARTMENT NAME / WORKSITE: <u>Navajo AML Reclamation Department (NAMLRD) / Window Rock, AZ</u> | | |
| WORK DAYS: <u>Monday-Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>BC70A</u> |
| WORK HOURS: <u>8 am - 5 pm</u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: _____ \$ <u>70,865.60</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> | DURATION : _____ \$ <u>34.07</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | |

DUTIES AND RESPONSIBILITIES:

Position is Professional At-Will. This is a highly technical position with interaction with three (3) Federal Agencies, as well as Navajo Nation Agencies. Essential in understanding technical AML and AUM reclamation projects, UMTRA remediation projects and engineering concepts/designs. Will work with DOE and EPA for groundwater issues and clean-ups. Sets department goals and objectives within the context of division policies and regulatory policies; performs related work as assigned. Develop short and long term strategic plans; coordinates with program managers on scientific, technical, managerial and administrative program activities; oversees the regulatory, policies and legislative changes and compliances of the department including federal funding authorizations; ensures budgets and contract compliances for tribal, state and federal programs; Represents AML and UMTRA at national level, and provide presentations at the local, tribal, state and federal levels; participate in Public Relations activities and conduct staff meetings; Develops and implements internal control mechanisms, procedures, and guidelines to maintain departmental accountability; Oversee federal grants, reporting and contracts; Position will provide leadership, management and supervision of the AML / UMTRA staff; Position is responsible for senior-level management thru oversight of technical and administrative staff; Provide supervision and guidance in personnel management;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

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, of which two (2) years must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Good ability to interpret technical subjects, research and implement regulatory, procedures, recommendations and policies; Knowledge of strategic planning, forecasting, and implementation of plans including milestones measures. Good public speaker; effective personnel management and communication skills; ability to develop presentations; Knowledge of environmental and engineering concepts in the southwest; Computer literacy in the Microsoft professional package and wide-area networks (WAN); Administrative ability in budgeting, forecasting, reporting; ability to develop administrative reports for tribal, state and federal agencies.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.