

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED0145094

Date Posted: 01/11/12

POSITION NO: 258838

Closing Date: 01/25/12

CLASS CODE: 1231

POSITION TITLE: Department Manager II

DEPARTMENT NAME: Small Business Development

DEPARTMENT NO: 014 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R69A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 28.02 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Division Director; manage the Small Business Development Department; Establish a business retention and expansion program which includes planning, development, implementation and expansion; work directly with business, local community, private, non-profit and governmental resources in establishing long-term inter-agency relationships for the benefit of generating Navajo business development in the local communities; understand and problem-solving business organizational and financial risks common to tribal communities and developing appropriate training programs to assist in developing local businesses and resources; on-hand knowledge in business financial analysis, projections and risk assessments; organize, motivate and lead workgroups and teams for a wide-array of business, governmental and community efforts, initiatives and assignments; experience in working with and implementing Navajo business regulations - Business Opportunity Act, Navajo Preference Act, Commercial Codes and Tax Codes; strategic planning methodologies, concepts and implementation involving human, organizational, financial and regulatory resources; supervise, manage and lead an organization of forty individuals and a team of eight managers.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or a closely related field. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Experience:

Seven (7) years of administrative or management experience, three (3) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of leadership, management, policy development, strategic planning, supervision, contractual, procurement and compliance matters; Navajo Nation, Federal, and State compliance laws, regulations, and codes. Skill in formulating and executing documents and reports, short/long-term goals and objectives, and program performance measures. Ability to deal with business people wanting to do business on the Navajo Nation while working with Navajo Nation, Federal, and State compliance laws, regulations, and codes.

License/Certification Requirements:

VALID DRIVER'S LICENSE (PREFERRED)

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99