TSE SI ANI CHAPTER
JOB VACANCY ANNOUNCEMENT
CHAPTER MANAGER
PAY GRADE: BX64A - $49,192.00

Open: Extended
Closed: OUF

Posted: 09/23/2024

Work days/hrs.: M-F 8am-5pm
Regular/full-time

JOB PURPOSE:

- To take day to day responsibility for the leadership, development, performance and managing the Tse Si Ani Chapter Government.
- To develop and lead, along with the Tse Si Ani Chapter Officials, the delivery of service outcomes – e.g. local direct services, community and economic planning etc.
- To support the Tse Si Ani Chapter in leading and managing the administration for the benefit of the community.
- To support Tse Si Ani Chapter objectives through planning, community, engagement, and other resources.

CHAPTER ADMINISTRATIVE DUTIES AND RESPONSIBLITIIES:

- Develops Budgets.
- Monitors Fiscal Expenditures.
- Identifies Funding Sources.
- Coordinates Procurement Process.
- Maintain Commission Property and Inventory.
- Maintain Records Management
- Ensures compliance with applicable policies and procedures.
- Prepares reports, correspondence, and presentations.
- Serves as the NDCG liaison to Tribal, State, Federal Governments and other Organizations.
- Interprets policies relating to community projects, use of project funds, land issues, and other NDCG related matters;
- Researches, coordinates, and conducts community needs assessments.
- Prepares and monitors contract and grant applications, proposals and other pertinent documents.
- Provides technical assistance on research and development of proposals, resolutions, contracts, correspondence and other documents.
- Represents the NDCG in meetings; advocates on behalf of community members.

MINIMUM QUALIFICATION:

- **Bachelor Degree in Business Administration; Public Administration; Business Management or closely related field with at least three years of experience in management and supervision.**

KNOWLEDGE, SKILL, AND ABILITY:

- Proficient with Computer Hardware System
- Proficient in Microsoft Office software or other applications.
- Ability to speak and understand both the Navajo and English Languages

REQUIREMENTS:

- State Valid Driver's License
- Must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment

>>>>>>>>>>A Favorable background investigation is required <<<<<<<<<<

WORK ENVIRONMENT:

- Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites
- Must be available to attend chapter meetings during the weekdays or weekends.

HOW TO APPLY:

1. Tse Si Ani Chapter Employment Application
2. Letter of Interest
3. Copy of College Degree and Transcripts
4. Copy of any Administrative/Business Credentials, i.e. certifications, licenses, etc.

TSE SI ANI CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.