

Kin Dah Lichii Chapter

Post Office Box 860 St. Michaels, Arizona 86511

Tele: 928-755-3821 Fax: 928-755-6364 Email: kinlichee@navajochapters.org



Mrs. Brunella Yazzie

President

Mrs. Lavina Curley

Vice-President

Mrs. Roselyn Shirley

Secretary/Treasurer

Mr. Terrill Kee

Grazing Official

Mr. Vince James

Council Delegate

VACANT

Chapter Manager

JOB VACANCY ANNOUNCEMENT

Date Posted: **Monday, November 10, 2025**

Closing Date: **Friday, November 21, 2025 @ 4:00 PM**

Job Position Title: **CHAPTER MANAGER**

Worksite Location: **Kin Dah Lichii Chapter House**

Work Days/Hours:

Days: Monday - Friday

Hours: 8:00 AM - 12:00 PM

1:00 PM - 5:00 PM

GRADE: 64A

SALARY: \$47,105.28

POSITION TYPE: Permanent

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 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 Chapters in meetings and advocates on behalf Chapter members.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATION:

- 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 and other computer applications.
- MIP Certification

EXPERIENCE:

- Two (2) 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 relationship with Staff, Chapter Officials, Council Delegates, State * Tribal Representatives.
- Must attend all Chapter Meeting and available for after-hours Chapter Events/Events
- Must be a Chapter Register Voter

For More Information call Kin Dah Lichii Chapter @ 928/755-3821; Application can be picked up at Kin Dah Lichii Chapter.

KIN DAH LICHII CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.