



Ts'ah Bii Kin Chapter

Chapter Administration

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: TBK2024-05

DATE POSTED: 02/12/24

POSITION NO: LBRS-02

CLOSING DATE: 02/23/24

POSITION TITLE: Labor Supervisor

DEPARTMENT NAME / WORKSITE: Ts'ah Bii Kin Chapter

WORK DAYS: <u>M-F</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>N/A</u>
WORK HOURS <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>38,836.80</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION	\$ <u>18.60</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/> <u>ARPA Project</u>	

DUTIES AND RESPONSIBILITIES:

Positions in this classification typically perform a full range of duties at the highest possible level of performance by the following types of responsibilities:

Provides and/or coordinates developing and maintaining the highest possible level of performance, good employment working relationship and conduct. Planning, organizing, directing, coordinating, supervising, preparing budgets, performance reports, other documents as required. Submitting required reports to the Navajo Nation Council, committees, commissions and boards as specified by FMS chapter's five management system. Implementing personnel policies and procedures, maintaining internal operating policies, procedures, control, and safeguarding and accounting for all assets, including but not limited to, funds and property. Approving or disapproving all documents in accordance with functional responsibilities, employee performance in accordance with established policies and procedures, reporting relationship consistent with the chain of command, reporting activities with other governmental agencies, upholding the laws and

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

An associate's degree in Business or related field; and three (3) years responsible office administration and management experience and/or an equivalent combination of education and experience.

Special Requirements:

Possess a valid state driver's license. ARPA Project is strictly a no alcohol and drugs project.

(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:

- Knowledge of office management/administrative support practices and procedures.
- Knowledge of policies, practices, procedures and terminology appropriate to assigned function.
- Knowledge of basic budgeting procedures and financial recordkeeping.
- Knowledge of a variety of computer software, including word processing, database and spreadsheet applications. Knowledge of supervisory methods and techniques.
- Knowledge of budget preparation, monitoring and administration.
- Skill in preparing a variety of records, reports, and correspondence using appropriate formats.
- Skill in maintaining complex files and records.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in operating a variety of office equipment, including personal computers, telephones, calculators.

THE TS'AH BII KIN CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.