



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Fort Defiance, AZ – Construction Services Division
SALARY : \$39.3847 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the first of three levels in the Executive Leadership series. Incumbents are responsible for providing senior level direction to the activities of a department(s), section(s) or function(s) impacting a moderate area and range of services. Based upon assignment, incumbents plan, direct, coordinate, and manage all activities related to assigned area(s) including the development of programs critical to NHA's ongoing administrative operations. Responsibilities may include; developing the goals, policies, and objectives of the assigned area(s); developing short- and long-term strategies consistent with broad NHA goals and objectives; managing external relations to improve and increase NHA's visibility and reputation; and determining the overall budget and allocation of resources to multiple programs and/or functions. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties. Incumbents at this level are responsible for leading and directing the work of lower level managers and professionals and exercise moderate authority regarding the distribution of NHA resources.

Responsibilities:

- Directs and manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops, implements, and evaluates departmental policies, procedures, strategies, work plans, and goals; maintains, updates, and ensures procedural compliance for programs.
- Researches, analyzes, and makes recommendations for cost effective improvements in departmental operations; designs, administers, and evaluates departmental programs and services; coordinates cross-departmental programs, projects, and services.
- Develops and administers budgets; approves expenditures; reviews financial statements; manages financial operations; allocates resources to multiple programs and/or functions; may provide input into the NHA budget.
- Prepares, reviews, and approves a variety of operational reports including financial analyses, statements, and reports.
- Performs other duties of a similar nature or level.

Required Skills:

- Managerial principles;
- Applicable Federal, State, and local laws, rules, and regulations;
- Budgeting principles;
- Advanced theories and principles related to area of assignment;
- Policy and procedure development practices;
- Strategic planning principles;
- Program development and implementation principles;



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- Overseeing and evaluating employees;
- Developing, evaluating, recommending, and implementing processes, policies, strategic plans, and procedures;
- Communicating technical and complex concepts in a clear and easily understandable format;
- Analyzing processes and making recommendations for improvement;
- Managing and administering budgets;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- Bachelor's degree in a field related to area of assignment or an equivalency;
- Ten or more years of progressively responsible experience in area of assignment; including five or more years of managerial experience

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.