

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**TITLE:** Director of Administration      **EMPLOYMENT TERM:** 12 month full time  
**DIVISION:** Administration      **DEPARTMENT:** Administration  
**EXEMPT/NON-EXEMPT:** Exempt      **FUNDING SOURCE:** Indirect Cost

**QUALIFICATIONS:**

1. BA/BS degree in business management, public administration or office skills areas or equivalent and documented successful experience in program management, grants administration, and program development including proposal writing, program monitoring and evaluation.
2. Full computer literacy with ability to function in word processing, database applications, and spreadsheet applications.
3. Working knowledge of indirect costs, their purpose, effect on programs managed, procedures for proposing and negotiation, and related matters.
4. Demonstrated ability to perform business and administrative technical writing.
5. Ability to analyze public administration problems and issues, and research background information in order to facilitate informed decision-making.
6. Ability to find answers to factual, policy and program questions from manuals, guidelines, regulations, policies, the institutional memory and judgment of colleagues, and/or other references and sources.
7. Ability to deal with the Navajo public, general public, and personnel of outside agencies, with tact, courtesy, judgment and patience.
8. Ability to work independently following established guidelines and standing orders, routinely producing finished quality work.
9. Ability to consistently meet deadlines with completed assignments working under heavy time pressure.
10. Ability to coordinate the work of others in pursuit of common tasks and objectives.
11. Five or more years experience in a position with similar duties and responsibilities and clear evidence of success in funding, and maintaining the funding of, discretionary grant programs.
12. Experience must give evidence that the applicant is systematic and well organized in work habits, and that he/she possesses the technical skills and abilities described above.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**ADDITIONAL PREFERENCE:** MA/MS Degree in business management, business administration, or public administration.

**SUPERVISED BY:** Chief Executive Officer

**SUPERVISES:** Program Development and Evaluation Coordinator, Radio Station Manager, Executive Secretary, Telecommunications Manager.

**PAY RANGE:** Salaried, Grade O, ANSB General Salary Scale, with upgrade to Grade R with Masters Degree.

**WORKING HOURS:** Fully expected to fulfill job responsibilities irrespective of hours worked. Exercises some discretion in scheduling work time to accommodate for these responsibilities. Must be willing to travel, and remain overnight, in performance of duties.

**LUNCH HOUR:** Half-hour (flexible)

**POSITION GOAL:** To provide professional coordination and direction for ANSB programs in the areas of program planning, development, implementation, monitoring, and evaluation to assure program compliance in meeting the respective goals and objectives of the program, the Alamo Community and the funding agency.

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**DUTIES & RESPONSIBILITIES:**

1. Supports and efficiently carries out responsibilities in accordance with the Alamo Navajo School Board, Inc. Policies and Procedures.
2. Represents the Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program(s).
3. Secures and protects the confidentiality of ANSB, Inc. and personnel information.
4. In the absence of the Executive Director, serves as acting Chief Executive Officer (CEO) and performs all non-deferrable duties of that position until such time the Executive Director returns. Reports actions taken to the Executive Director upon their return
5. Assists the Executive Director in managing the administrative communications of the ANSB Inc. executive office.
6. Assists and advises ANSB Division Directors in the development of program plans and proposals for potential new programs and services; and, provides technical assistance to program administrators and staff in completing paperwork requirements for program or project administration.
7. Takes aggressive leadership and initiative in the implementation of projects and programs funded.
8. Monitors program and project implementation, identifying any problems or deficiencies in carrying out required activities, the need for project or budget amendments, etc. and notifying appropriate program administrator of findings.
9. Coordinates work with the Director of Personnel and Finance to assure consistency with ANSB general policy and procedures for the administration of programs and projects.
10. Represents ANSB Inc. and its programs as assigned, to funding and other outside agencies, Federal, State, Tribal, and local governmental officials.
11. Relates and interacts with colleagues, supervisors, other program staff, students, clients, parents and community members in a professional manner.
12. Provides for own professional growth through an ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
13. Performs other duties as may be assigned by the Chief Executive Officer.

**SPECIAL CONDITIONS:**

Position subject by law to finger printing and a criminal/character background investigation.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**BOARD APPROVED: 2/24/00 Amended 10/3/2017**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate."

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date