



TSE DÁÁ K'ÁÁN CHAPTER GOVERNMENT

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Position Classification: Exempt
Grade: 64
Salary: \$51,364.80 / \$24.60 per hour

Open Date: August 3, 2026
Closing Date: August 17, 2026

CHAPTER MANAGER

DEFINITION: Under general supervision, performs administrative tasks of moderate difficulty in assisting elected officials and chapter members in planning and implementing local economic and community development projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

- ✓ Coordinates with elected officials, appropriate Navajo Nation officials, and community members in planning, implementing, and communicating development projects; plans, develops and administers the chapter's five management system in accordance with the Local Governance Act and chapter policies;
- ✓ Researches, develops and implements the local governance initiatives, policies and procedures;
- ✓ Interprets and ensures compliance with the Local Governance Act and chapter policies and procedures;
- ✓ Interprets policies relating to community projects, use of project funds, land issues and other chapter related matters (i.e. Navajo Nation funds, Infrastructure Capital Improvement Projects (ICIP), capital outlay, state/federal/private grants, etc.);
- ✓ 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 chapter in meetings; advocates on behalf of chapter members.
- ✓ Develops and administers chapter budget, monitors expenditures, drafts budget guidelines and justifications;
- ✓ Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles; familiarity with accounting principles, practices and procedures;
- ✓ Knowledge of business practices relating to the maintenance of accounts and financial records;
- ✓ Knowledge of computerized accounting systems and applications (MIP), including general software applications;
- ✓ Skill in preparing detailed and complex numerical computations and reports.
- ✓ Skill in developing and monitoring multi-fund and source budgets using automated spread sheet;
- ✓ Identifies funding sources and requirements;
- ✓ Supervises assigned staff;
- ✓ Administers personnel management, procurement and property management activities;
- ✓ Ensures compliance with applicable policies and procedures, including reconciliation, and monitoring and compliance of funds;
- ✓ Maintains and monitors records management systems;
- ✓ Prepares reports and correspondence;

- ✓ Attend monthly planning and chapter meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- ✓ 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 (MIP, WINDS, etc.), 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 and reports, computer databases and spreadsheet files.
- ✓ Skill in managing staff and complex internal relationships, providing advice and direction to staff.
- ✓ Skill in establishing and maintaining effective working relationships.
- ✓ Skill in ensuring high quality customer service and practices.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

MINIMUM QUALIFICATIONS:

An associate's degree in business or related field; supplemented by college level courses in Business or related field; and two (2) years of experience working in public or business administration in community or economic development; or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

1. An bachelor's degree in business or public administration, Planning or related field.
2. One (1) year of supervisory experience.
3. One (1) year of project management experience.
4. One (1) year of experience in the administration of contracts and sub-contracts.
5. Proficient in Microsoft Office software or other computer applications.
6. Registered voter of Tse Dáá K'áán Chapter.