

**WHITE ROCK LOCAL GOVERNMENT  
JOB VACANCY ANNOUNCEMENT FORM**

**Opening Date: July 13, 2026  
Closing Date: July 24, 2026 at 5:00PM**

**POSITION DETAIL**

POSITION NO.: WRCP-001E POSITION TITLE: Chapter Manager  
LOCATION: White Rock, NM SUPERVISOR POSITION: Yes  
WORK DAYS: Monday - Friday EMPLOYMENT TYPE: Regular Full-Time  
SENSITIVE: Yes GRADE/STEP: CL64A

**JOB DETAIL  
DUTIES & RESPONSIBILITIES**

**Management of the Local Governance**

- Plans, develops, administers and ensures compliance with the Chapter's Five Management Systems (FMS) and Alternative Form of Government (AFoG) in accordance with the Local Governance Act (LGA);
- Researches, develops and implements the local governance initiatives, policies and procedures, and community needs assessments;
- Administers personnel management and supervises assigned staff;
- Prepares and monitors contract and grant applications, proposals and other pertinent documents;
- Develops and administers chapter budget, monitors expenditures, drafts budget and justifications;
- Identifies funding sources and requirements;
- Ensures compliance with applicable policies and procedures;
- Maintains and monitors records management systems;
- Prepares reports and correspondence;

**Management of Projects**

- Coordinates with key stakeholders in planning, implementing, and communicating development projects;
- Interprets policies relating to community projects, use of project funds, land issues and other Chapter related matters;

**Community Support**

- Represents the Chapter in meetings;
- Advocates on behalf of Chapter members;

**Special Conditions**

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work outside tour of duty, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

**QUALIFICATION REQUIREMENTS**

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Business Management, Administration or Public Administration or similar interest or equivalent of five (5) years of managerial and public relations experiences
- Other Requirements:
  - Must be able to understand and speak Navajo in addition to being fluent in speaking and writing English.
  - Need not be a resident of the White Rock community.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- A favorable Navajo Nation background investigation.
- White Rock Chapter gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act and Veterans Preference.

**PHYSICAL REQUIREMENTS:**

- Minimal lifting required that does not exceed 25 lbs.

**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 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 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.

**CONTACT DETAILS**

**Applications can be picked up in-person at the Chapter or downloaded at [whiterock.navajochapters.org](http://whiterock.navajochapters.org). For more information, please contact Tina Pablo, Administrative Assistant, at (505) 786-2444 or email at [whiterock@navajochapters.org](mailto:whiterock@navajochapters.org).**