

Navajo Nation Oil and Gas Company

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Vice President (VP) of Retail/Wholesale

Position Description

Division:	Navajo Petroleum	Reports to (title):	President/CEO
Department:	Retail/Wholesale	Job Location:	Corporate Office
Job Code:	VP RETWH	Supervises:	Exempt and Non-Exempt Subordinates
Pay Grade:	E 13	Classification:	Exempt
Hours/week:	40 hours	Effective Date:	January 1, 2019
Type of Position:	Full-time	Revised Date:	November 1, 2019

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Able to develop and implement improvement plans for oil and gas downstream retail and wholesale business which could include new business development initiatives
- Able to implement price book tools and consider profit margin goals when executing retail pricing strategy
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

VP of Retail/Wholesale will direct, administer, and coordinate the activities of the Navajo Petroleum (Downstream) organization in support of policies, goals, and objectives established by the Chief Executive Officer (CEO) and the Board of Directors by performing the job responsibilities and/or through subordinate managers.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Guides and directs management in the development, implementation, promotion, and financial aspects of the business unit's plans, objectives and strategies.
- Directs the preparation of short-term and long-range plans and budgets based on broad corporate goals and growth objectives.
- Oversees management team members who direct department activities that implement the business unit's policies.
- Implements development objectives that meet corporate goals and objectives.
- Creates the structure and processes necessary to manage the business unit's current activities and its projected growth.
- Develop and implement improvement plans for oil and gas downstream retail and wholesale business
- Comfortable developing and implementing new business development initiatives (including acquisitions)
- Implement price book tools and consider profit margin goals when executing retail pricing strategy

- Develop and implement wholesale strategy to access new revenue streams
- Project management skills to support growth initiatives of new C-stores within retail group
- Understand and utilize Navajo Nation tax status benefits in new business development initiatives
- Able to work with local community and Navajo Nation Office of Economic Development on new growth projects.
- Maintains a sound plan of corporate organization, establishing policies to ensure adequate management development and to provide for capable management succession.
- Prepare, analyze and interpret “proformas”; NPV, CF statements and determine the best ROI.
- Prepare, analyze and interpret feasibility studies and economic analysis.
- Negotiate the best possible terms for all business activities and transactions.
- Develops and installs procedures and controls to promote communication and adequate information flow within the organization.
- Provide oversight of business unit’s hardware and software systems to assist in the smooth and efficient flow of information for its business activities.
- Establishes operating policies consistent with the Chief Executive Officer's broad policies and objectives and ensures their execution.
- Evaluates the results of overall operations regularly and systematically and reports these results to the chief executive officer.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Ensures that all organization activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Must adhere to all aspects of the Anti-Money Laundering (AML) Program, including compliance and regulations.
- Ability to coordinate and train staff members of the AML program, compliance, and regulations on an annual basis.
- Knowledge of the Bank Secrecy Act and Anti-money Laundering (AML) Program.
- Perform other duties, as assigned.

MINIMUM MANDATORY QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience:

- Minimum of 10 years direct work experience and managerial experience is required.

Education:

- Bachelor’s Degree from a four-year college or university required. A masters degree is desirable.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Language Ability:
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write responses, contracts, and other pertinent documents. Ability to make effective and persuasive presentations on controversial or complex topics to top management and local governing authorities. Ideal candidate will have Navajo language skills.
- Math Ability:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of financial statistics or operational analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Reasoning Ability:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret complex financial data as well as instructions to make good sound business decisions.
- Computer Skills:
To perform this job successfully, an individual should have knowledge of basic Word Processing soft; Spreadsheet software; Inventory software and Project Management software, as applicable.

POSITION PREFERENCES

Licenses and Certifications: A membership to a professional association that enhances knowledge of position is preferred

WORK ENVIRONMENT

Work Environment: Work is generally performed in an office setting with a moderate noise level. Also, visit to C-Store sites (existing, construction on new sites, feasibility on future sites). Variable hours based on operational needs. Tight time constraints, multiple demands and travel are common.

Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo/Indian Preference in Employment Act.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Vice President of Retail/Wholesale** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Employee (printed name)

Employee (signature)

Date