

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06416845 DATE POSTED: 01/02/19
POSITION NO: 244296 CLOSING DATE: 01/15/19
POSITION TITLE: Senior Programs & Projects Specialist
DEPARTMENT NAME / WORKSITE: Navajo Epidemiology Center/Navajo Department of Health / Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR67A
WORK HOURS: 8:00 - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 53,643.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 25.79 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

This position will coordinate and communicate consistently with federal partners such as the Centers for Disease Control & Prevention (CDC) to ensure compliance with this cooperative agreement and the Indian Health Service (including the Navajo Area IHS and P.L. 93-638 health care facilities) to coordinate and develop public health (PH) data agreements towards the development of the Indicator Based Information System (IBIS); will coordinate with a selected consultant to develop, implement and maintain IBIS for the duration of this cooperative agreement; will collaborate with State health departments such as Utah, Arizona, and New Mexico, to support IBIS and to share PH data; and with regional and local entities to provide outreach and education about the potential capabilities of IBIS. This position must demonstrate effective and efficient communication skills across diverse sectors, be familiar with public health data indicators and how to share complex information with different audiences, and be familiar with technology resources to carry out the work plan. Must also be familiar with evaluation performance measures and milestones. This position will receive regular guidance from the Navajo Epidemiology Center's (NEC) Senior Epidemiologist (on a weekly basis), input and guidance from federal Project Officers who oversee this federally funded cooperative agreement (bi-weekly and on an as-needed basis); and monthly NEC staff meetings to discuss project activities and milestones.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's degree in Health or Business Administration or a closely related field with six (6) years of responsible program-related administrative experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities.

Knowledge of budget and reporting systems, program analysis and performance measures.

Knowledge of project/program operational activities, mission and client service requirements.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.