

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<b>DODE70120437</b>	DATE POSTED:	01/08/21
POSITION NO:	244406	CLOSING DATE:	01/22/21
POSITION TITLE:	Sr. Programs & Projects Specialist		
DEPARTMENT NAME / WORKSITE:	DODE / Navajo Head Start / Window Rock, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input type="checkbox"/>
WORK HOURS:	40 hrs/week	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/>
		DURATION :	6 months
		NO. OF HRS./WK.:	
		GRADE/STEP:	BM67A
		\$	64,936.80 PER ANNUM
		\$	31.10 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Assists the Navajo Head Start (NHS) Assistant Superintendent by providing high level assistance to program/project management in analyzing, developing and achieving short and long term goals and objectives; reviews and interprets Navajo Nation and program policies and procedures; supervises and provides leadership to assigned NHS staff; research, drafts and establishes performance criteria utilizing appropriate NHS guides, regulations and performance standards; assists with evaluating and improving NHS program unit delivery; prepares and delivers related training to NHS program/project staff. Assists management team with the development of budget proposals as needed; performs a variety of administrative functions on behalf of Assistant Superintendent including drafting of budget guidelines and justifications, monitoring expenditures and approvals, reviewing contract issues and plans; prepares reports, correspondences and presentations related to NHS projects or program activities; issues, monitors and evaluates progress, analysis and interpretation of NHS program activities and results. Attends a variety of NHS program and division meetings; coordinates program activities with other Nation offices, federal and state government agencies, and the general public; assists with the preparation and coordination of NHS meetings and events; serve NHS and Division of Dine' Education committees and task forces; may also serve in a lead capacity to subordinate staff on behalf of the NHS Assistant Superintendent; performs special assignments as required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- Possess a Valid State Driver's License.
- A favorable background investigation.

*(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 NHS responsibilities; Knowledge of variety of computer software, word processing, database, database and spreadsheet applications; Knowledge of budget and reporting systems, program analysis and performance measures. Skill in developing and analyzing program operating systems, procedures and controls. skill in organizing work efficiently and exercising independent judgement in making appropriate decisions concerning work methods; effective oral and written communication; 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.***