

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV03716881

DATE POSTED: 01/07/19

POSITION NO: 243878

CLOSING DATE: 01/21/19

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Nation Veteran Administration, Window Rock, Arizona

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: AR64A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 41,641.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 20.02 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Supervises and coordinates program segments or units of a department program or a division program; assures program responsibilities are in compliance with department and division objectives; major decisions and actions that arise are jointly pursued and/or shared with program managers or with upper level management positions that are in charge; policy changes are consulted with program directors or with upper level management; Organizes and makes administrative decisions that may significantly impact on the respective program segment or unit, such as personnel, budget procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; plans, evaluates and improves program unit delivery; sets standards and goals for the overall program unit. Identifies staffing levels and employee development requirements; establishes performance criteria; ensures compliance with budgetary limitations; provides accounting and expenditure control for program budget; develops and implements internal control mechanisms, procedures and guidelines to maintain program accountability; interacts with various government agencies engaged in similar program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and one (1) year of program related experience;

- OR -

- A Bachelor's degree in Business Administration or closely related field; 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 program operations and planning, supervision and personnel management procedures and practices. -Knowledge of federal, state, and Navajo Nation regulations regarding veteran's housing and entitlements. -Knowledge of applicable tribal, federal/state/local laws, rules, regulations, policies and procedures. -Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. -Special skill in operating and developing, documents and reports, short and long term plans and performance measures. -Skill in responding to the veterans client with tact, diplomacy and appropriate timely information. -Skill in oral and written communications. -Skill in interpersonal relationships.

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