THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS05611357**	DATE POSTED:	01/25/16
POSITION NO:	236496	CLOSING DATE:	02/05/16
POSITION TITLE:	**Program Supervisor I**		
DEPARTMENT NAME / WORKSITE:	Division of Social Services - Navajo School Clothing Program - Window Rock, AZ		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB64A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 19.43	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Under the general supervision and guidance of the Executive Division Director, shall perform work of considerable difficulty in directing and managing the Navajo School Clothing Program. Position requires the ability to make independent decisions regarding the operation of the program. Shall plan, direct and coordinate the activities of the program to ensure that goals and objectives are accomplished in accordance with established policies and procedures, timelines and budgetary limitations. Development of the program's (short/long term), policies, procedures and guidelines in order to operate program in the most effective and efficient manner. Establish and maintain work standards, procedures, and methods. Interpret policies and procedures (departmental, legislative, etc.). Shall evaluate the program's performance. Provide guidance and assistance to supervisory staff. Compose proposals, contractual agreements, and annual requests for proposals, reports (quarterly, monthly, technical and statistical), SAS documents to be presented to oversight committees, correspondence and operational forms. Resolve administrative issues (policy, departmental, program, personnel, and legislative) affective the program operations. Develop and administer an annual budget; provide expenditure control through development of accounting policies; approve and monitor all expenditures; present budget to oversight committee during the budgeting process; oversee contractual agreements to ensure compliance and monitor payments for goods received. Prepare staffing plans; conduct performance evaluations; oversight of the advertisement, recruitment, screening, interviewing and selection of approximately 25-30 seasonal employees in accordance with the Navajo Nation Personnel Policies and Procedures; recognize and resolve personnel issues which may require disciplinary action; ensure the timely processing and updating of employment documents; ensure proper maintenance of personnel files; and review and approve timesheets submitted bi-weekly. Attend division, departmental, oversight, and management staff meetings to provide input on policy modifications, streamlining efforts, problem solving, updates, and sponsor legislation. Plan and conduct steering committee and public form meetings. Meet with school/organizations, clients and/or subordinates as needed. Responsible for the management and supervision of warehouse staff and its activities including maintain files, documents and report. Maintain an organized warehouse layout and ensuring specification, quantity and quality of orders are correct. Oversee in the set-up of storage bins, walls, tables, and equipment within the storage facility location. Oversee in shipping, receiving, inspect, inventory, organize, and sort clothing items. Verifying packaging of clothing items according to orders received by size, quantity and description (shoes, socks, pants, shirts, coats) for the purpose of distributing clothing to assigned schools and/or individuals. Oversee housekeeping duties to keep a safe and sanitary work environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and two (2) years of program related experience.

Preferred Qualifications:

- Two (2) years responsible program related administration or management.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid 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 warehouse distribution and activities. Ability to communicate both orally and written in the English language. Skill in operation of various carpentry tools and equipment. Supervisory and general office skills. Mathematical Skills. Ability to handle weights 50 lb. or more.

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