

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

REQUISITION NO: DSS03917030

DATE POSTED: 01/31/19

POSITION NO: 931456

CLOSING DATE: 02/13/19

POSITION TITLE: Senior Programs & Projects Specialist

DEPARTMENT NAME / WORKSITE: Department for Self Reliance - Communications Section / Window Rock, Arizona

WORK DAYS: Monday to Friday REGULAR FULL TIME:  GRADE/STEP: AR67A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 53,643.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 25.79 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

The Senior Programs & Projects Specialist will report to and assist the Department Manager III to streamline the Department for Self Reliance (DSR) Communications' operations in accordance with established organizational policies, goals and objectives; administers modern principles and practices of communication operations, strategic planning, supervision, personnel management and development, event planning, accounting and purchasing activities. Assures press releases, newsletters, weekly snippet and reports submitted by Communications staff reflect the policies or position of the DSR utilizing Results Based Accountability; executes and applies the DSR, Division and Navajo Nation policies to supervise the Communications staff; monitors progress on projects and various tasks to evaluate Communications staff performance; Develops a data-driven strategic communication plan that engages employees and Customers, while keeping federal, state and tribal stockholders and the general public informed about program initiatives; develops a results-based monitoring and evaluation system for the Communications office to be shared with the Department Manager III and DSR leadership; develops Communications policies and procedures to supplement and evolve the DSR Communications office's effectiveness and productivity; creates editorial calendars to control the publication of content across different DSR communication channels and to guide Customer events to be held; creates print and multimedia material for Customer, employee, stakeholder and public use; develops and administers an annual Communications budget. Strengthens department communication and implements internal branding mechanisms through the development of staff training, communication and branding procedures and guidelines for all DSR staff in maintaining positive organizational image; develops, monitors and enhances the effectiveness of the brand management and communications strategies for targeted, internal and external audiences, including relevant media outlets and key influencers using a variety of internal and external communication channels that are paid, owned or earned media; edits, proofreads and implements the DSR policies and procedures to ensure brand management is included and accomplished. Represents the DSR on behalf of the Navajo Nation; interacts with outside organizations and the public; collaborates with other members of the DSR leadership and workgroup leaders to develop customized and specific communications strategy to manage reputation, identify key players and coordinate actions to meet project goals and objectives; collaborates with human services operations, workforce operations, education operations, and when assigned, the Navajo Nation leadership, to recognize internal and external communications best practices and solutions; assists field offices in the planning, preparation, and implementation of Customer events.

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

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Public Relations, Journalism, Mass Media Communications, Visual Communications, Marketing 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:**

- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.

***(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: application of case management as it applies to direct service for clients; modern principles and practices of public administration; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; budget and reporting systems, program analysis and performance measures; data collection and analysis; and program operational activities, mission and client service requirements.

SKILL IN: developing and analyzing program operating systems, procedures and controls; preparing and developing documents and reports, computer databases and spreadsheet files; managing staff and complex internal relationships, maintaining open communication, and providing advice and direction to subordinate staff. Strong verbal/written communication and presentation skills required.

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