

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH06417052</u>	DATE POSTED:	<u>02/05/19</u>
POSITION NO:	<u>243647</u>	CLOSING DATE:	<u>02/19/19</u>
POSITION TITLE:	<u>Program Supervisor I</u>		
DEPARTMENT NAME / WORKSITE:	<u>Healthy Hunger Free Kid Act Demonstration Project (HHFKAP)- Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/> GRADE/STEP: <u>AR64A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>41,641.60</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>20.02</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/> <u>30-Jun-19</u>

DUTIES AND RESPONSIBILITIES:

Supervise up to four (4) assigned agency research assistants. Supervise and direct work of the assigned agency's research assistants, coordinate schedules of research assistants, conduct staff meetings periodically, individually or as a group. Supervise and coordinate collaborations and HHFKA events. Compile agency data and complete reports that will be submitted to HHFKA Program Manager. Ensure that HHFKA staff are trained and orientated on Navajo Nation Personnel Policies Manual (NNPPM). Ensure research assistants are trained and orientated in USDA (United States Department of Agriculture) Food and Nutrition Programs. Assure program grant responsibilities are in compliance with grant overview and external funders rules and regulations. Comply with department and division objectives, major decisions and actions that may arise.

Assure all HHFKA decisions are jointly pursued and approved by HHFKA Program Manager and Navajo Department of Health Executive Director. Assure that all policy changes are consulted with HHFKA Program Manager. Assure that research assistants follow the chain of command. Must report daily to HHFKA Program Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates degree in Business Administration or closely related field; and one (1) years of program related experience with USDA (United States Department of Agriculture) School Food and Nutrition Programs.

-OR-

- A Bachelors 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.

(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:

One (1) years experience in responsible program related administration and/or management.

Skill in Managing staff, and in maintaining open communication, effective working relationships, providing advice and directions to subordinate staff.

Skill in developing and analyzing program operating systems, procedures and controls, budget and forecasts.

Proficient in Microsoft Office, Excel Software, and other computer applications.

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