

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

REQUISITION NO:	<b>00C03317061</b>	DATE POSTED:	<b>02/07/19</b>
POSITION NO:	241890	CLOSING DATE:	<b>02/21/19</b>
POSITION TITLE:	Program Supervisor II		
DEPARTMENT NAME / WORKSITE:	Office of the Controller / Property Management Department / Window Rock, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AR65A</u>
WORK HOURS:	8am-5pm	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>45,385.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>21.82</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Performs work of moderate difficulty in coordinating day-to-day supervision of the Navajo Nation Property Management Department; reports to the Navajo Nation Controller.

Develops and sets procedures within established policies to improve service delivery; supervises and coordinates property management activities and ensures responsibilities are in compliance with department/division objectives. Major decisions and actions are jointly pursued. Organizes and makes administrative decisions that impact personnel, budget, and procurement; plans, evaluates and improves program service delivery; sets standards and goals.

Identifies staffing levels and employee development requirements; establishes performance criteria, complies with budgetary limitations; provides accounting and expenditure control; develops and implements internal controls, procedures and guidelines to maintain program accountability; interacts with various governmental agencies and vendors engaged in similar program activities.

**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; 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 property and asset management, reporting, and disposal.
- Knowledge of modern principles and practices of program operations, planning, supervision, and personnel management.
- Knowledge of budget and reporting systems, financial controls, program analysis, and performance measures.
- Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing tribal operations relative to property management.
- Skill in developing and analyzing program operating systems, procedures, internal controls, budgets and expense reports.
- Skill in developing and maintaining program reports, short and long term plans, and performance measures.
- Skill in computerized property/fixed assets inventory and maintenance.

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