

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

REQUISITION NO: DOE7017478

Date Posted: 02/11/13

POSITION NO: 242606

Closing Date: OUF

CLASS CODE: 3638

POSITION TITLE: Head Start Information Systems Manager

DEPARTMENT NAME: NAVAJO HEAD START

DEPARTMENT NO: 701

WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: V69A

Days: M-F

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: \_\_\_\_\_ \$ 61,152.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 29.40 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Oversees the technological operations of Navajo Head Start, plans and budgets for the development of services in coordination with the Assistant Superintendent; analysis budget and expenditure to assure regulatory compliance and prudent spending within budget limitations; prepares fiscal reports required by grantor; communicates technology related concerns and budgetary constraints to the Assistant Superintendent; assists in the coordination, integration and accountability of the department; develops and implements a technology plan in accordance to Navajo Nation DODE and the HS Performance Standards technology education plan. Presents quarterly reports; facilitates presentations and consults with management team on present and future program needs and budgetary constraints.

Reviews and facilitates major development projects set forth by Navajo Nation Head Start. Develops and administers a technology plan that interfaces with Navajo Nation DODE Technology Information Systems. Develops and maintains a network system; works collaboratively with Assistant Superintendent, management team, and policy council on the implementation of an educational technology plan, develops and maintains a website on a continual basis. Provides technical assistance and support to all staff. Oversees the work performance of technology staff, checks for accuracy and compliance; answers questions and provides guidance; evaluates performance; promotes consistent exchange of information and a cooperative environment. Provides communication and guidance to staff in leading the technology plan of operation.

Monitors functional areas to ensure compliance with requirements of Head Start Performance Standards, local, state and federal regulations; researches, interprets, revises and develops policies involving technology related matters. Establishes and maintains contact with staff, vendors and policy council to share information; with agency staff to clarify policy or regulations; makes formal presentations as requested; serves as member of the department's management team; attends meetings, staff training and professional development activities; and may perform special projects as assigned by the Assistant Superintendent.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Computer Science, Computer Information Systems, Computer Engineering or closely related field; and

**EXPERIENCE:**

four (4) years of progressively responsible experience in network and analysis of systems, operations and procedures, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, licenses, etc.)**

**Special Knowledge, Skills and Abilities:**

Comprehensive knowledge of modern principles, methods and practices of administrative management and public administration; comprehensive knowledge of program development and budgetary and accounting processes, comprehensive knowledge of personnel administration and divisional policies, procedures, regulations, comprehensive knowledge of the organization and its function; comprehensive knowledge of Early Childhood Education; knowledge of the Navajo Nation Philosophy/Culture; ability to speak the Navajo Language.

**License/Certification Requirements:**

Must have criminal background check and a satisfactory clearance report before hiring. Must have CPR, First Aid certified and Valid State Driver's License, and obtain the following within ninety days of hire: physical examination with T.B. clearance, Navajo Nation Vehicle Operator's Permit. Certifications/technical training required in MCSE, MCITP, CCNA, CCNP, A+, Network+, and Security+ and other related technical computer certifications/trainings.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*