

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0632877

Date Posted: 02/14/11

POSITION NO: 941724

Closing Date: 02/28/11

CLASS CODE: 1237

POSITION TITLE: Program Manager III

DEPARTMENT NAME: Navajo Special Diabetes Project

DEPARTMENT NO: 63 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: N69A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 56,264.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 27.05 Per Hour

DUTIES AND RESPONSIBILITIES:

Applies department or division policies to assist in shaping or improving program effectiveness and productivity; assures program mission is in compliance with departmental and/ or division goals and objectives; develops policies to supplement or improve existing policies issued by respective departments or divisions; where major changes are necessary in responding to budget appropriation or legislated changes, consults with departments managers or division directors.

In consultation with department manager or division directors, streamlines program operation in accordance with established organizational policies, and strengthens program activities and implements internal control mechanism through development of procedures and guidelines in maintaining program accountability; assures reports submitted by program segments reflect the policies of position of the department or division.

Manages program through program supervisors; develops and administers annual program budget; evaluates program performance, oversees compliance with budgetary limitations, provides accounting and expenditure control for program budget; represents program budget; represent program on behalf of the Navajo Nation; interacts with outside organizations and the public.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or a closely related program discipline; and

Experience:

seven (7) years program related experience; 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/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities. Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of program operational activities, mission and client service requirements.

Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budgets and forecasts. Skill in formulating and executing, documents and reports, short and long-term goals and objectives and program performance measures. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff.

Special Requirements:

Valid state driver's license, **preferred**.

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