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

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| REQUISITION NO: | **DSS03911490** | DATE POSTED: | 02/22/16 |
| POSITION NO: | 241074 | CLOSING DATE: | 03/04/16 |
| POSITION TITLE: | Senior Programs & Projects Specialist | | |
| DEPARTMENT NAME / WORKSITE: | Department for Self Reliance - Special Projects Section / Window Rock, AZ | | |

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| WORK DAYS: | Monday to Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB67A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 52,062.40 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 25.03 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Oversees the Department for Self Reliance (DSR) Special Projects Section to include the planning, development, implementation, coordination and collaboration with tribal, state and federal organizations, non-profit organizations, faith based organizations, private businesses and industries and school systems to seek external grants to support the initiatives of the department; writes proposals and prepares budgets, initiates applications through the proper process, works closely with the Department Manager III to design and implement the scope of work.

Develops and negotiates contracts, grants, and agreements with the aforementioned organizations to cost-share relevant and appropriate support for each initiative including, but not limited to convening planning meetings, co-sponsoring events and activities, public campaigns and establishing work groups. Monitors and evaluates progress of each new initiative and offers guidance to improve the project. Coordinates with other appropriate departments, organizations, and entities to establish necessary formal partnerships for each initiative to achieve the goals and objectives for each grant and funding source to assure the success of the initiative.

Develops short and long range goals for each initiative, assists in the development of budgets for each initiative to assure sufficient funds are identified and cost allocation requirements are met. Analyzes and interprets program initiatives and results for improvement and revision.

Represents the department at various tribal, state, federal, and non-profit and various organizations to coordinate and collaborate on new initiatives; serves on committees, task forces, work groups and advisory boards. Prepares monthly, quarterly and annual reports on each initiative's overall status and progress to meet the scope of work and goals and objectives. Advises the Department Manager III on potential grant opportunities, necessary improvements to the initiatives and potential partnerships. Assists in the planning of short and long term programs goals and objectives for the overall department including the initiatives and provides recommendations for improvements; performs work as assigned, prepares program plans and corresponding evaluation on each initiative.

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

**Minimum Qualifications:**

- Bachelor's degree in Business or Public Administration, Statistics, Sociology, Social Work, or closely related field; and six (6) years of responsible program related administrative experience.

**Preferred Qualifications:**

- Master's degree in Business or Public Administration, Statistics, Sociology, Social Work, or closely related field.
- Experience in developing management, strategic and fund management for plans.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- Within 90 day of date 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 modern principles and practices of public administration; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; budget and reporting systems, program analysis and performance measures; project/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; maintaining open communication and effective working relationships.

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