

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0027525

Date Posted: 02/25/13

POSITION NO: 242395

Closing Date: 03/08/13

CLASS CODE: 1251

POSITION TITLE: SENIOR PROGRAMS & PROJECTS SPECIALIST

DEPARTMENT NAME: AMERICAN RECOVERY & REINVESTMENT ACT

DEPARTMENT NO: 2 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R67A

Days: M-F

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: _____ \$ 49,067.20 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

OVERSEE THE AMERICAN RECOVERY & REINVESTMENT ACT OFFICE WITHIN THE EXECUTIVE OFFICES. DUTIES INCLUDE OVERSEE AND MONITOR AMERICAN RECOVERY & REINVESTMENT ACT FUNDS. COLLECT DATA ON BI-WEEKLY BASIS FROM OTHER DEPARTMENT/DIVISION PROGRAM MANAGERS TO TRACT EXPENDITURES. DEVELOP AND EFFECTIVE RELATIONSHIP AMONG THE NAVAJO ENTERPRISES, INDIAN HEALTH SERVICE, BUREAU OF INDIAN AFFAIRS AND OTHER ENTITIES TO INSURE ARRA REPORTING AND GUIDELINES ARE BEING MET. ASSIST IN DEVELOPMENT OF BUDGET PROPOSAL, PERFORM A VARIETY OF ADMINISTRATIVE FUNCTIONS INCLUDING DRAFTING OF BUGDET GUIDELINES AND JUSTIFICATION, MONITORING EXPENDITURES AND APPROVALS, REVIEWING CONTRACT ISSUES AND PLANS, PREPARING REPORTS, CORRESPONDENCE AND PRESENTATIONS RELATED TO PROJECT TO PROGRAM ACTIVITIES. DEVELOPING AND ACHEIVING SHORT AND LONG TERM GOALS AND OBJECTIVES, REVIEWS AND INTERPRETS POLICIES AND PROCEDURES.

QUALIFICATION REQUIREMENTS:

Education and Training:

A BACHELOR'S DEGREE IN PUBLIC OR BUSINESS ADMINISTRATION, OR A CLOSELY RELATED FIELD; AND

Experience:

SIX (6) YEARS OF RESPONSIBLE PROGRAM RELATED ADMINISTRATIVE EXPERIENCE, OR AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING AND EXPERIENCE WHICH PROVIDES THE CAPABILITIES TO PERFORM THE DESCRIBED DUTIES.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

KNOWLEDGE OF FEDERAL AND TRIBAL BUDGET PROCESS, GRANT APPLICATION, GRANT ACCEPTANCE AWARDS. KNOWLEDGE OF SPREADSHEETS, BUDGET MANUALS, BUDGET PREPARATION AND FEDERAL GRANT MANAGEMENT. FMIS, APPLE SOFTWARE. KNOWLEDGE OF NAVAJO NATION GOVERNMENT AND FEDERAL GOVERNMENT. EXCELLENT COMMUNICATION AND WRITING SKILLS PREFERRED.

License/Certification Requirements:

VALID STATE DRIVER'S LICENSE, NAVAJO NATION VEHICLE OPERATOR'S PERMIT, **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