THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392930** Date Posted: **02/28/11**

POSITION NO: **240550** Closing Date: **03/11/11**

CLASS CODE: **1252**

POSITION TITLE: **PROGRAMS AND PROJECTS SPECIALIST**

DEPARTMENT NAME: **DSS - Navajo Nation Program for Self-Reliance**

DEPARTMENT NO: **39** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:
Days: **MON. - FRI.**
Hours: **8 AM - 5 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N630A**

SALARY:
$ **33,737.60** Per Annum
$ **16.22** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Senior Programs and Projects Specialist, shall plan, develop, implement, coordinate, and collaborate with non-profit and faith based organizations, private businesses and industries, tribal state and federal organizations and schools and other entities on new program initiatives; including but not liimited to the following: Navajo Nation Fatherhood Initiative, Healthy Families, Navajo Nation Youth Initiatives and Grandparents Raising Grandchildren. Shall assist in the research, development and implementation of new and continuing project initiatives including but not limited to researching relevant studies and similar outcomes and practices, identify short and long range planning goals and objectives. Shall assist with development of program policies and projects, assists with the development of evaluation and assessment tools to achieve program goals and objectives and outcomes for each new project. Under the supervision of the Senior Programs and Projects Specialist shall coordinate with other program staff, appropriate tribal and state departments, private and public organizations and entities to convene meetings, co-sponsor events and activities.

Shall assist with public campaigns, establishing advisory boards, monitoring and evaluating progress of each initiative, shall serve on planning and policymaking committees. Shall provide technical assistance to advisory boards and other working groups. Shall assist with the development of data collection instruments, collects, processes and assist in the compilation and verification of program and research data, analyzes the data, verifies the data, ensures data integrity, may utilize statistical data software. Shall represent the program at various tribal, state, federal, private and public institutions during planning meetings, trainings and conferences. Shalll present pertinent information on each new project when necessary to interested stakeholders, partners and the public, prepare monthly, quarterly and or required reports. Shall prepare program plans, operational plans and corresponding evaluation, monitoring and status reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Public or Business Administration or in a closely related field; and

Experience:

Four (4) years of 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/training applicant must submit copies of college transcript, certificates, diploma, etc).**

Special Knowledge, Skills and Abilities:

Knowledge of the NN Personnel Manual, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, FAESS Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Enforcement Policies and Procedures, and other appropriate tribal, state, federal regulations required. Strong writing and presentation skills, knowledge of data collection and data analysis.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment.

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***