THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0139778**	DATE POSTED:	**03/09/15**
POSITION NO:	**243362**	CLOSING DATE:	**03/20/15**
POSITION TITLE:	**Program Manager I**		
DEPARTMENT NAME / WORKSITE:	**DNR/Navajo Land Administration/Window Rock, AZ**		

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

DUTIES AND RESPONSIBILITIES:

The Program manager will overseeing the program through managing all the functions by developing process manuals and policies & procedures for the General Leasing Office (GLO). Establishing short and long-term goals and objectives through the Division of Natural Resources (DNR) Master Planning. The GLO can manage the program performance by the goal set; oversees compliance with budgetary limitations; provides accounting and expenditure control for program budget; represents program. Develop and implement the General Leasing Regulation (GLR) by working directly with Division directors, Bureau of Indian Affairs, Office of Special Trusties, Counties Assessor's Offices and other entities to streamline the Land Lease Process with the GLR. Manage the program operation in accordance with established regulation for the organizational policies; strengthens program activities and implements internal control mechanism through development of procedures and guidelines in maintaining program accountability by using the NLTDS program

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related program and fiec (5) years program related experience; two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's degree in Public or Business Administration or a closely related program discipline.
- Two (2) years of supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(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:

Proficient in Microsoft Office software or other computer applications

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