

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06413423 DATE POSTED: 03/13/17
POSITION NO: 942587 CLOSING DATE: 03/24/17
POSITION TITLE: Program Supervisor I (S)
DEPARTMENT NAME / WORKSITE: DOH/Breast & Cervical Cancer Prevention Project - Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB64A
WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 40,414.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 19.43 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction of the Department Director; supervises and coordinates program segments of Navajo Nation Breast & Cervical Cancer Prevention Program; assures program responsibilities are in compliance with program objectives; major decisions and actions that arise are jointly pursued and/or shared with program staff; policy changes are consulted with program staff, develops and sets procedures within the confinement of established policies to improve service delivery. Organizes and makes administrative decisions that may significantly impact the program; such as personnel, budget, procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; plans, evaluates and improves program service delivery; sets standards and goals for the program. Identifies staffing levels and employee development requirements to maintain compliance; establishes performance criteria; ensure compliance with budgetary limitations; provides accounting and expenditure control for program budget; develops and implements internal control mechanisms, procedures and guidelines to maintain program accountability; partner/collaborate with various government agencies engaged in similar program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Public Health Administration or closely related field; and one (1) year of program related experience;

OR

- A Bachelor's degree in Public Health Administration or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- 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:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures; modern principles and practices of program operations in planning, supervision and personnel management procedures and practices; budget and reporting systems, financial controls, program analysis and performance measures; program operational activities, mission, and client service requirements. Skills in operating and developing, documents and reports, short and long term plans and performance measures; managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to staff; the collection, analysis, evaluation of information to arrive at sound conclusion and recommend. Must have good customer service, skill and ability to communicate in both Navajo and English language; basic knowledge of the Navajo Nation forms and processes, principles in writing and/or formatting letter styles relating to the situation. Ability to understand and follow oral and written directions; establish and maintain cooperative relations with clients, staff, service providers, the general public and other tribal/public programs, offices and entities; maintain confidentiality. Good office/telephone etiquette, computer literate, basic filing, record keeping, operation of variety of machines including personal computer, telephone, scanners and copier. Bilingual (Navajo Language)

<<A favorable background investigation is required>>

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