THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05715153	DATE POSTED:	04/09/18
POSITION NO:	244178	CLOSING DATE:	04/20/18
POSITION TITLE:	Program Supervisor III		
DEPARTMENT NAME / WORKSITE:	Division of Social Services / Child Care & Development Fund Program / Ft. Defiance, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AI66A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 48,464.00	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :	$ 23.30	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Supervises and coordinates assigned regional child care centers of CCDF; workforce ranges from 10-60 personnel; assures program responsibilities are in compliance with program objectives; major decisions and actions that arise are jointly pursued and/or shared with program managers or with upper level management positions that are in charge; policy changes are consulted with immediate supervisor or with upper level management. Organizes and makes administrative decisions that may significantly impact the respective regional child care centers, such as personnel, budget, procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; evaluates and improves child care center service delivery; sets standards and goals for the assigned regional child centers. Identifies staffing levels and employee development requirements; establishes performance criteria; ensures compliance with budgetary limitations; provides accounting and expenditure control for child care center budget; negotiates with federal and state funding agencies in securing federal and state grants and funds; responsible for the administration and compliance of external fund agreements, including terms and condition of agreements; develops and implements internal control mechanisms, procedures and guidelines to maintain program accountability; interacts with various government agencies engaged in similar program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and four (4) years of program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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 the following: modern principles and practices of program operations and planning, supervision and personnel management procedures and practices; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; of budget and reporting systems, financial controls, program analysis and performance measures and of program operational activities, mission and client service requirements. Skills in developing and analyzing program operating systems, procedures and controls, budgets and forecasts; in operating and developing, documents and reports, short and long-term plans and performance measures; in managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff; and in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations: Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

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