THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0337730** | Date Posted: **04/23/13**

POSITION NO: **241890** | Closing Date: **05/06/13**

CLASS CODE: **1247**

POSITION TITLE: **PROGRAM SUPERVISOR II**

DEPARTMENT NAME: **Property Management Department**

DEPARTMENT NO: **33** | WORKSITE LOCATION: **Fort Defiance, Az**

WORKS DAYS/HOURS:
Days: **Mon - Fri**
Hours: **8am - 5pm**

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

GRADE: **R65A**

SALARY:
$ **41,516.80** Per Annum
$ **19.96** Per Hour

DUTIES AND RESPONSIBILITIES: Under general direction, supervises and coordinates program segments or units of a department program; assures program responsibilities are in compliance with department and division objectives; major decisions and actions that arise are jointly pursued and/or shared with program director and managers; policy changes are consulted with program director. Organizes and makes administrative decisions that may significantly impact on the respective program segment or unit, 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 unit delivery; sets standards and goals for the overall program. Identifies staffing levels and employee development requirements; establishes performance criteria; ensures 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; interacts with various government agencies engaged in similar program activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Three (3) years of program related 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, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices; Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities: Knowledge of budget and reporting systems, financial controls, program analysis and performance measures; Knowledge of program operational activities, mission and client service requirements.

Skilled in developing and analyzing program operating systems, procedures and controls, budgets and forecasts.
Skilled in operating and developing, documents and reports, short and long-term plans and performance measures.
Skilled in managing staff, and in maintaining an open communication and effective working relationships, providing advise and direction to subordinate managers, supervisors and staff.
Skilled in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

PHYSICAL RECQUIREMENTS AND WORK ENVIRONMENT: Work requires ability to lift up to 50 lbs.

License/Certification Requirements:

PREFERRED: Must possess a valid state driver's license. Within 90 days of employment, must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 6-24-05***