

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>LB00310171</u>	DATE POSTED: <u>05/18/15</u>	
POSITION NO: <u>243491</u>	CLOSING DATE: <u>06/02/15</u>	
POSITION TITLE: <u>Program Manager II</u>		
DEPARTMENT NAME / WORKSITE: <u>LB/Buy-Back Program/Crownpoint, NM</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>AB 68A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>56,721.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>27.27</u> PER HOUR
	TEMPORARY: <input checked="" type="checkbox"/>	<u>May 2015 - Apr 2016</u>

DUTIES AND RESPONSIBILITIES:

Plan, organize, and manage office activities to overall conduct the BBP Outreach work activities for: 1) Educating Navajo allotment owners; 2) developing & maintaining allotment owners contact info & attempting to locate Where Abouts Unknown (WAUs), 3) notifying owners about opportunity to sell their interests; 4) keeping track of willing sellers; 5) disseminating and providing information consistently and providing services to help owners with their interest packets. ; Maintaining intergovernmental contacts and communication in implementing the Outreach Activities of the BBP; Assure all staff are properly trained on the intent of the BBP Outreach activities, their responsibilities and roles in dealing with the public, allotment owners, and maintaining effective contacts with those owners willing to sell their owners' interest. Consistent contacts with ENLC, the Federal Buy-Back officials, OST, BIA, Office of Appraisals, Navajo Nation Chapters, etc.; Produce and provide needed programmatic reports on quarterly basis or on call by requesting committees, ENLC, and other entities; Implement, supervise and manage main office and satellite offices from which to promote, disseminate program information to increase awareness; Set up training activities for Program staff, including staff training for certification as public notaries.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public and Business Administration or a closely related program discipline; and six (6) 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 program related discipline.
- Four (4) years supervisor program related experience.
- Proficient in Microsoft Office Software or other computer applications.

Special Requirements:

- Possess a valid 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 modern principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities. Knowledge of Navajo Nation, Federal, and State laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budgets and forecasts. Skill in formulating and executing, documents and reports, short and long-term goals and objectives and program performance measures. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and direction to subordinate managers, supervisors and staff. Skill in the collections, analysis and evaluation of information to arrive at sound conclusions and recommendations. Skill in the interpretation and analysis of Navajo Nation, Federal and State guidelines and regulations.

<<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.