THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0628708**	DATE POSTED:	**05/19/14**
POSITION NO:	**242997**	CLOSING DATE:	**06/03/14**
POSITION TITLE:	**Program and Projects Specialist**		
DEPARTMENT NAME / WORKSITE:	**DNR/Veterinary & Livestock Program, TseBonito, NM**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y63A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 35,984.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.30	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Establish the Navajo Puppy Adoption Program for the fostering, vetting and adoption of puppies off the Navajo Nation. This position is responsible for the training and building of a foster volunteer base, networking with humane animal organizations, working with the three agency veterinary clinics and the possible transport of puppies to transfer destinations for removal from the Navajo Nation. Collaboration with surrounding shelters, animal control programs and humane organizations for support, donations and animal rescue. A complete marketing platform is to be established with all media, both radio & print, a newsletter, brochures and handouts to stress animal health and the humane treatment of animals. Outreach education in schools, head start, chapters, tribal programs and private businesses. When time is available to conduct animal petting programs for rest homes and elderly care facilities. Program goals include the reduction of roaming dogs, vaccination & deworming, the use of tick products, proper care and sheltering of pets, proper tie out with run lines, stop abandonment platform and promoting of the mobile veterinary unit services. This person maybe required to assist with veterinary mobile unit services at the scheduled chapter sites. This position will provide support to the Program Manager of the NNVLP at minimum of five (5) per week of administrative assistance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in a closely related field.

Preferred Qualifications:

- Four (4) years of program related 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:

Understanding of animal vaccinations / deworming, general health, restraint techniques, bite prevention, general clinic sanitation, and clinic flow.

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