

**THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:       DNR01313857       DATE POSTED:       05/22/17        
 POSITION NO:       247637       CLOSING DATE:       OUF        
 POSITION TITLE:       Senior Programs and Projects Specialist        
 DEPARTMENT NAME / WORKSITE:       DNR / Navajo Land Department / Fort Defiance, AZ        
 WORK DAYS:       Monday - Friday       REGULAR FULL TIME:  GRADE/STEP:       AB67A        
 WORK HOURS:       8 am - 5 pm       PART TIME:  NO. OF HRS./WK.:                      \$       52,062.40       PER ANNUM  
                   SEASONAL:  DURATION :                      \$       25.03       PER HOUR  
                   TEMPORARY:                                      

**DUTIES AND RESPONSIBILITIES:**

Administer and supervise five (5) Agency Navajo Land Sub-offices to administer the Home site Lease (HSL) process and the HSL Regulations of 2016 for the Navajo Nation. Ensures all environmental clearances are adhered for every HSLs accordance to the Navajo Nation laws, conduct public education on all policies and regulations of Navajo Land Department. Provide direct supervision over the Home site Lease Sub-office and the Navajo Cadastral Program to ensure continued funding of processing leasehold interest for residential homes and implementation of township's monuments to provide legal surveys for HSL within the jurisdiction of the Navajo Nation. Updated all HSL application forms, terminations, assignments, modifications, and amendments to the HSL Regulations for RDC approval. In coordination with the BIA and the Bureau of Land Management (BLM) offices (Arizona, New Mexico and Utah) developed a Navajo Nation Survey Policy in accordance with the BLM Manual of Surveying Instructions and other applicable regulations required by the respective states. Ensure all legal surveys on the Navajo Nation are recorded electronically to the Navajo Nation System (Navajo Title Plant) and recorded with the local County Offices. Research all land records in coordination with BIA Real Estate Services, Navajo Nation, and entities for recordation's of Navajo Land records.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience.

**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:**

Must be able to communicate in Navajo Language and ability to provide presentation at local chapter government, conferences, work session and ability to provide public relations in Navajo language.

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