

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0523152**

Date Posted: **05/23/11**

POSITION NO: 241977

Closing Date: **06/07/11**

CLASS CODE: 1251

POSITION TITLE: **Senior Programs and Projects Specialist**

DEPARTMENT NAME: Divisio of Natural Resources/Navajo Nation Water Rights Commission

DEPARTMENT NO: 52 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R67A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 49,067.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 hrs \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision shall plan, develop, implement, coordinate and collaborate activities with the Water Rights Commission. Shall assist in the research, development and implementation of new and continuing project initiatives. Reviews and interprets the Plan of Operation of the Navajo Nation Water Rights Commission. Shall coordinate with other program staff, appropriate Committee, Tribal Programs and departments to convene meetings, co-sponsor events and activities. Researches, develops, writes and coordinates media campaigns; Drafts and provides immediate media information on special projects and activities. Prepare monthly and quarterly reports for the Water Rights Commission. Coordinates associated public relations activities. Shall provide Technical assistance to the Water Rights Commission. Attends a variety of meetings; coordinates program activities with other Navajo Nation Offices, Federal and state government agencies, performs special assignments as required by the Water Rights Commission.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

six (6) years of responsible program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Some experience in public relations, public speaking, developing public ads and working with the media would be helpful.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operation relative to project/program responsibilities

Knowledge of budget and reporting systems, program analysis and performance measures

Knowledge of project/program operational activities, mission and client service requirements

Skill in developing and analyzing program operations systems, procedures and controls

Skill in preparing and developing documents and reports, weekly, monthly and quarterly

Skill in managing staff and maintaining open communication and effective working relationships, providing advise and direction to subordinate staff

Strong writing and presentation skills, knowledge of data collection and data analysis.

Fluent in both Navajo and English Languages

License/Certification Requirements:

Must have a valid State Drivers License and upon employment obtain a Navajo Nation Permit

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99