

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0943154

Date Posted: 05/23/11

POSITION NO: 949673

Closing Date: 06/07/11

CLASS CODE: 1252

POSITION TITLE: Programs and Projects Specialist

DEPARTMENT NAME: DNR/Navajo AML Reclamation / UMTRA Department

DEPARTMENT NO: 94 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R63A

Days: Monday - Friday Permanent: SALARY: _____

Hours: 8:00 AM - 5:00 PM Temporary: Duration: _____ \$ 34,944.00 Per Annum

Part-Time: No. of Hrs./Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Work under the supervision of the Department Manager, handle grants management pursuant to Navajo Nation policies, OMB A-87 Circulars and the Federal Assistance Manual. Compile and prepare grant narrative reports and coordinate with Financial Services on financial reports; provide guidance and direction on forms, budgets, policies, reports, etc. Address & resolve grants, contracts, budgets and account issues, serve as Budget Liaison with the Division of Natural Resources, prepare and submit financial reports/assignments as needed, assist with contract management, record and property management, personnel management.

Assist with planning developing annual goals & objectives; perform a variety of administrative functions including review of contract issues and plans, prepare Navajo AML Reclamation grant reports, correspondence and presentations related to project or program activities; evaluate and generate reports on progress; prepare analysis of program activities and results.

Attend a variety of department and division meetings; represent project/program and coordinate activities with Navajo Nation officials, governmental representatives, and the public; maintain communications with all staff within the department and other programs, assist with the preparation of meeting and events.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or in a closely related field or an equivalent combination of education, training, and experience. **(To receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Four (4) years of program related administrative experience; or an equivalent combination of education, training, and experience to provide the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, accounting & financial procedures and practices; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; budgeting and reporting system, program analysis and performance measures. Knowledge of OMB A-87 Circulars, budgeting process, Navajo Nation FMIS system, Navajo Nation P-Card system, computer software; MS Excel and database/spreadsheet applications. Must have excellent writing

License/Certification Requirements:

Valid State Driver's License

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