

**NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
Job Vacancy Announcement**

REQUISITION NO:	<u>DODE85011975</u>	DATE POSTED:	<u>05/23/16</u>
POSITION NO:	<u>243124</u>	CLOSING DATE:	<u>06/07/16</u>
POSITION TITLE:	<u>Head Start Administrative Regional Manager (S)</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Head Start - Region IV - Tuba City, AZ</u>		
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>40 Hrs / Week</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
			\$ <u>42,390.40</u> PER ANNUM
		DURATION :	\$ <u>20.38</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assistant Superintendent of Navajo Head Start, the Head Start Administrative Regional Manager will perform administrative office and management functions at the Region Office. The incumbent will manage all administrative office duties for Navajo Head Start and Early Head Start; Adheres to , translates and interprets policies and procedures, compliance, rules, regulations, directives and all mandates to the Region IV staff, parents, committees, the children and their families and the public. Acts in authoritative capacity to secure the safety, security and protection for all people using the region office, property and equipment and the surrounding grounds. Provides assistance and support to internal development and practices, trainings, conferences, meetings, workshops and presentations. Collaborates with NHS Management Team to establish program goals and objectives; developing and initiating effective and efficient plans to ensure progressive operations. Researches, compiles and presents reports on a daily, weekly, monthly, quarterly and/or annual basis, as required by the Federal Office of Head Start and Navajo Nation Departments. The HS Admin. Regional Mgr. is responsible for ensuring program compliance to all federal mandates in adherence to the Head Start Performance Standards, Family Education, Privacy Act, Navajo Nation Codes, the Head Start Act, the Navajo Nation Personnel Policies Manual, the Collective Bargaining Agreement and other pertinent rules and regulations. Conducting self and community assessments to prepare, analyze and interpret program and community data. Addresses all Head Start issues and provides feedback using best practices for programmatic improvement. Observes, evaluates and reports on developmental needs and programmatic areas to assist in policy/guidelines development. Works directly with Human Resources in the hiring process for regional staff, and requests with HR of staffing needs and changes, manages personnel files and contractual agreements, payment of services and the preparation, review and submittal of timesheets and travel authorizations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates degree in Education, Business Administration, Accounting, Public Administration, Office Administration, Communication, Humanities, Liberal Arts or closely related field.
- Three (3) years of administrative work experience, two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Bachelors degree in Education, Business Administration, Accounting, Public Administration, Office Administration, Communication, Humanities, Liberal Arts or closely related field.
- Five (5) years of administrative and management experience, including three (3) years of supervisory experience.
- FMIS Certification
- Proficient in Microsoft Office Software and other computer applications.

Special Requirements:

- A favorable background investigation
- 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:

Knowledge of: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; student assessments and educational activities based on current and relevant research; exercising professional judgment; applying problem solving strategies; Must possess the ability to work independently, set priorities, plan, organize and implement activities; address the public and professional groups. Must possess the ability to compile reports accurately and attention to detail, while following verbal and written instructions. must communicate effectively orally and in writing. Must provide technical advice and guidance on Human Resources actions and processes. Ability to prioritize and manage work load and deadlines. Skill in developing and executing documents and reports, goals and objectives. Must apply judgement in the release of confidential information while maintaining filing and records systems. Prior to Employment, must obtain a Physical Evaluation & TB Skin Test

Incumbent must abide by program standards of conduct.

SENSITIVE POSITION

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