

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR02313913</u>	DATE POSTED:	<u>06/07/17</u>
POSITION NO:	<u>210413</u>	CLOSING DATE:	<u>06/20/17</u>
POSITION TITLE:	<u>Programs and Projects Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR / Agriculture / Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB63A</u>
		\$	<u>37,065.60</u> PER ANNUM
		\$	<u>17.82</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Provide overall management of the Range and Farm Land Management; develop long and short term program work plan to accomplish goals and objectives; develop and maintain teamwork and networking to maintain and improve communications with the agriculture elected officials (District Grazing Committee, District Land Board Member and the Navajo Nation Farm Board member) and other elected officials as needed; assist with the development of agriculture elected official's fiscal year budgets, specifying attainable goals for accomplishments with goal worthy of funding; assist with development and training to increase technique knowledge of staff and elected officials; assist with evaluating and tracking expenditures for elected officials' budget; provide grazing officials administrative support and appropriate training to enhance their abilities to administer and enforce grazing regulations; prepare for and attend oversight committee meeting; provide technique assistance to disputes process/mediations, conduct legal research of viable Federal and Navajo Nation laws for proper land, farm and range management and proper administration of grazing rules and regulations; interpret rules and regulations and provide amendments; attend agriculture elected official meetings and collaborate with government and public entities on special projects; research and write reports/grants as needed on behalf of the program/department; manage all aspects of grant opportunities upon award; establish maintain program communication and record management system; other duties and responsibilities to enhance program operation and management.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public and Business Administration or in a closely related field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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:

Grant writing, knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines aspects of tribal operations relative to project/program responsibilities in reference to grazing; must be computer literate, knowledge in range/soil evaluation techniques, and must have good communication skills in both Navajo and English languages; skills to supervising staff.

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