

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00813912
POSITION NO: 152036
POSITION TITLE: _____

DATE POSTED: 06/07/17
CLOSING DATE: OUF

Programs and Projects Specialist

DEPARTMENT NAME / WORKSITE: Navajo Election Administration / NN Hospitality Inn, Suite 204 / Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB63A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 17.82 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Prepares election calendar for fiscal year (primary and general elections), establishes timeline for election(s) maintains voting tabulators with voter machine tech. Maintains elected positions list, assist Voter Tech in developing ballots for all elections, maintains all candidates photo, ensures selection of all polling sites, makes sure all voting places are handicap assessable, canvassing, tallies votes to produce election results, requests quotes from vendors for purchasing and printing, rental, contracting, provide assistance to management, assist in coordination of election activities, compiles quarterly reports, prepares reports as requested and needed, prepares performance reports, works with Department of Information Technology for storage of data and purging of the election's data base, ensure all machines are operational (computers, printers, copiers, tabulators) with voter machine tech. Printing proposal and bids, Public Service Announcement, election office website updates (required forms), help with the election board meetings, and compiles candidate's expense limitation requirement in filing their campaign expense report and sets timeline. Works on special projects, works with Voter Registration Specialists and field staff, other departments, and counties and state election liaison for issues relating to Navajo voters. Other duties and responsibilities as assign.

Minimum Qualifications:

- A Bachelor's degree in Public Administration or a closely related field; or an equivalent combination of education and 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:

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