

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH07215616</u>	DATE POSTED: <u>06/08/18</u>	
POSITION NO: <u>244106</u>	CLOSING DATE: <u>06/25/18</u>	
Programs and Projects Specialist (S)		
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral & Mental Health Services/Window Rock, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A163A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/>	\$ <u>37,627.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>18.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Provides leadership and management to the Methamphetamine Suicide Prevention Initiative Generation Indigenous (Gen-I) grant by implementing and achieving established goals and objectives through implementation of evidenced based and practice-based approaches to building resiliency, promoting positive development and increasing self sufficiency behaviors among Native youth; by promoting family engagement; increasing access to prevention activities for youth to prevent methamphetamine use and other substance use disorders that contribute to suicidal behaviors, including culturally appropriate ways; hiring additional behavioral health staff to assist in achieving the goals and objectives. Will carry out a share of the work performed; will resolve all but the most demanding management and administrative problems that can be addressed with the Health Services Administrator; advises and initiates the identified activities; informs staff of problems and develops strategies to address/correct the identified problems.

Provides essential grant representation to participating programs; explains the grants scope of work, activities and services; coordinates and collaborates the project with Navajo Nation programs/partners and community organization with similar mission objectives; reviews, drafts and edits plans established for related activities or media documents; identifies funding source requirements related to expenditures, monitoring and reporting; coordinates schedules to maintain timelines for implementation and completion of various activities; develops and evaluates grant progression and percentage rate of budget expenditures; prepares grant reports and reviews with team members before releasing reports; assists with related trainings.

Review budget quarterly to ensure funds availability; performs a variety of administrative functions including sharing budget guidelines and justifications, monitoring expenditures and approvals, maintain budget expense records to track on-going activity expenses; reviews contract issues and plans, prepares reports, correspondence and presentations related to grant activities; evaluates and issues reports on progress when required or as requested; evaluates grant activities and results (coordinating with the Navajo Epidemiology Center when needed).

Attends a variety of meetings that may include funding source representatives, Navajo Nation programs/partners and community organizations; represents grant and coordinates activities with Navajo Nation officials; governmental representatives, and the public; serves as liaison to Nation and non-tribal organizations; assists with the preparation of meetings and events; serves on committees and task forces and performs special assignments as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

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 modern principles and practices of public administration, procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to grant responsibilities; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts; skill in preparing and developing documents and reports; computer databases and spreadsheet files; skill in oral and written communication; skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

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