

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH04210232</u>	DATE POSTED: <u>06/08/15</u>	
POSITION NO: <u>211934</u>	CLOSING DATE: <u>06/19/15</u>	
POSITION TITLE: <u>Program Manager I</u>		
DEPARTMENT NAME / WORKSITE: <u>DOH/Office of Uranium Mine Worker/Shiprock, NM</u>		
WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB67A</u>
WORK HOURS: <u>8 am- 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>52,062.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>25.03</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the supervision of the NDOH Division Director, executes and applies division policies to assist in shaping or improving ONUW program effectiveness and productivity; ensures program mission is in compliance with division goals and objectives; develops policies to supplement or improve existing policies; consults with Division Director on major policy changes in response to budget appropriation or legislated changes. In consultation with the Division Director, streamlines ONUW program operation in accordance with established organizational policies; strengthens program activities and implements internal control mechanism through development of procedures and guidelines in maintaining program accountability; ensures reports submitted by program reflect the policies or position of the division. Manages ONUW program through supervisory program staff; develops and administers annual program budget; establishes short and long term program goals and objectives; evaluates program performance; conducts employee evaluations; ensures compliance with budgetary limitations; provides accounting and expenditure control for program budget; represents ONUW program on behalf of the Navajo Nation; interacts with outside organizations and the public.

Prepares complex reports and position papers for various purposes; provides testimony as may be necessary on behalf of the program; attends/conducts program, department and division staff meetings; maintains communication with funding sources; represents program on committees and task forces; performs special assignments as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Public or Business Administration or a closely related field; and five (5) years of responsible program related administrative experience; two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- *A Master's degree in Business Administration or a closely related field.
- *Experience in developing management, strategic and fund management plans.
- *Proficient in Microsoft Office software or other computer applications.

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:

Knowledge of modern principles and practices of program operation, strategic planning, supervision, personnel management, accounting and purchasing activities. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of project/program operational activities, mission and client service requirements. Skill in developing and analyzing program strategic plans, operating systems, procedures and controls budgets and forecasts. Skill in formulating and executing, documents and reports, short and long term goals and objectives and program performance measures. Skill in managing staff and complex internal relations, maintain open communication and effective working relationships, providing advice and direction to subordinate staff.

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