

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS0306724

Date Posted: 07/02/12

POSITION NO: 202629

Closing Date: 07/16/12

CLASS CODE: 1246

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME: DGS/Records Management Department

DEPARTMENT NO: 30 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty in coordinating and providing day-to-day supervision of a component program segment, unit or offices where extensive policy development is absent; reports to a Division Director; develops and sets procedures within the confinement of established policies to improve service delivery; performs related work as assigned. Program Supervisor I, supports top management positions at the program level located within a program. Supervises and coordinates program segments or units of a department program or a division program; assures program responsibilities are in compliance with department and division objectives; major decisions and actions that arise are jointly pursued and/or shared with program managers or with upper level management positions that are in charge; policy changes are consulted with program directors or with upper level management. Organizes and makes administrative decisions that may significantly impact on the respective program segment or unit, such as personnel, budget, procurement, marketing or similar administrative responsibilities which support and directly affect the operation of the overall program; plans, evaluates and improves program unit delivery; sets standards and goals for the overall program unit. Identifies staffing levels and employee development requirements; establishes performance criteria; ensures compliance with budgetary limitations; provides accounting and expenditure control for program budget; develops and implements internal control mechanisms; procedures and guidelines to maintain program accountability; interacts with various government agencies engaged in similar program activities. Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts. Skill in operating and developing, documents and reports, short and long-term plans and performance measures. Skill in managing 11-13 staff, and in maintaining an open communication and effective working relationships, providing advise and direction to subordinate managers, supervisors and staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or closely related field;

Experience:

Two (2) years of program related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Work involves a minimum of physical effort in an office setting.

License/Certification Requirements:

State issued Drivers License.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99