

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0646755

Date Posted: 07/02/12

POSITION NO: 941540

Closing Date: 07/16/12

CLASS CODE: 1960

POSITION TITLE: Principal Planner

DEPARTMENT NAME: Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R67A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 49,067.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes and performs critical and highly technical assignments pertaining to public or community health issues applicable to programs and facility planning. Prepares reports and recommendations pertaining to community health, special projects and initiatives. Reviews the results of major complex planning projects which requires considerable skill in literature and non-scientific research, analysis and presentation of data. Writes and submits competitive grant proposals and applications for program and projects. Monitors, evaluates and reports on project progress, expenditures and research findings. Develops instruments for evaluation or survey projects including data collection, analysis, interpretation and dissemination. Provides technical assistance, support and guidance to the leadership, program staff and non-tribal entities on a broad range of health and human services-related budget and policy matters affecting the Navajo Nation. Consults with and establishes a network of experts in planning for research or studies and evaluation of significant projects.

In close coordination with professional epidemiologists and statisticians, design and assist with implementation of surveillance systems and program evaluation methodology for the division's health programs or special projects. Analyze, interpret and disseminate results.

QUALIFICATION REQUIREMENTS:

Education/Training and Experience:

A Master's degree in Community Planning, Public Health, Economics, Political Science or closely related area; and

Experience:

Six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity; 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, degree, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Strong written, verbal, analytical, interpersonal skills; ability to be a team member; bilingual required.

Knowledge of public health practices and trend;

Knowledge of planning concepts, principles, techniques, and practices;

Knowledge of public health agencies including community organizations;

Strong background in monitoring program compliance regarding contracts;

Knowledge of the social, economic and political make up of the Navajo Nation;

Ability to use initiative in developing public health planning programs;

License/Certification Requirements:

Valid state driver's license, ***preferred***. Must obtain within 90 days of employment: a Navajo Nation Vehicle Operator's Permit, ***preferred***.

VETERAN'S 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