DUTIES AND RESPONSIBILITIES:
Under general supervision, provides technical and administrative support to management by researching, gathering and compiling data, interpreting and analyzing data, and preparing required documents. Reviews and analyzes projects to determine, scope, compliance with policies and regulations, and required course of action. Assists department with project planning, including identifying scope of work, budgeting resources, reviewing and/or preparing contractual terms and conditions. Communicates effectively with staff, departments and Federal agencies; Coordinates and monitors special projects and activities for department and programs; Identifies funding sources and requirements; Coordinates, schedules, develops and evaluates contracts and grants information; Prepares grant reports; Assists with the preparation of meetings and special events as needed, including preparing PowerPoint presentations; Researches issues in a timely manner and responds to requests for information; composes emails, memos, letters and develops required status reports for accountability purposes; Assists support staff in coordinating and monitoring supply and equipment orders utilizing the FMIS and procurement process; Assists management in streamlining work processes to ensure efficiencies; Creates and maintains hard copy and electronic filing system; files, shreds, copies documents; Runs errands as necessary to appropriate departments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
- A Bachelor's degree in Public or Business Administration or closely related field; or an equivalent combination of education and experience.

Special Requirements:
- A favorable background investigation.
- Possesses a valid 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:
Must be able to meet project deadlines. Proficient in Microsoft Office software or other computer applications. Must be proficient in using computer software such as, Microsoft Office software and other computer applications. Knowledge of modern principles and practices of public administration, procedures and practices. Knowledge of budget and reporting systems, program analysis and performance measures. Knowledge of project/program 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 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.