THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12624244  DATE POSTED: 07/08/22
POSITION NO: 245110  CLOSING DATE: 07/22/2022 by 5pm

COMPANY NAME / WORKSITE: Programs and Projects Specialist
Fish and Wildlife / Window Rock, AZ

WORK DAYS: Monday - Friday  REGULAR FULL TIME: ☑
WORK HOURS: 8am - 5pm  PART TIME: ☐
SENSITIVE ☐  NO. OF HRS./WK.: $ 41,488.56 PER ANNUM
NON-SENSITIVE ☐  SEASONAL: ☐
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Primary point of contact between Fiscal Recovery Fund (FRF) Office and One-Stop-Shop (OSS) office. Represents Department of Fish and Wildlife (DFW) in developing, coordinating and monitoring biological reviews submitted for review as an American Rescue Plan Act (ARPA) project. Provides essential information to customers in order to prepare required documents to be reviewed by DFW prior to formal submission of ARPA project through the OSS electronic review. Attends and participates in meetings with departments and divisions; maintains communications with DFW, OSS, and FRF offices; and serves as liaison to ensure ARPA projects are completed in timely manner. Performs a variety of administrative functions/tasks to ensure biological reviews for ARPA projects are sufficient. Evaluates and improves areas of review process to make it streamlined.

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. Obtain tribal driving permit within 90 days of hire.

(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:
Proficient in Microsoft Office software. Able to work at a desk and look at computer screen for hours a day.

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

Revised: 03.05.18