

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06314083

DATE POSTED: 07/14/17

POSITION NO: 941724

CLOSING DATE: 07/28/17

POSITION TITLE: Program Manager III (S)

DEPARTMENT NAME / WORKSITE: NDOH/Navajo Special Diabetes Project/Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB69A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 61,838.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 29.73 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Responsible for the overall administration, management and supervision of the Navajo Special Diabetes Project (NSDP). This includes shaping and improving program effectiveness and productivity; assures program is in compliance with established scope of work and respective goal and objectives; develops policies to supplement or improve on existing policies. Incumbent is responsible for monitoring and managing all financial and contractual activities by maintaining an annual budget, ensure proper closure of fiscal year budgets, ensure timely processing of carryforward budgets, provides accounting and expenditure reports for program budget and audit, responsible for the administration and compliance of contracts and ensuring all activities are in compliance with the established Navajo Nation Procurement Policy and Procedures.

In consultation with the Executive Director, conduct periodic reviews of program operations to determine areas that can be streamlined; strengthens program activities and implements an internal control mechanism through development of procedures and guidelines to maintain program accountability.

Manages program through program supervisors; through yearly strategic planning sessions to establish short and long-term program and service goals and objectives; evaluate program performance, oversee compliance, represents program on behalf on the Navajo Nation by attending meetings, governmental consultation sessions, advisory committees, conferences, trainings, etc. that are related to the NSDP. Adhere to other areas assigned in regards to the programs, functions, services and activities in meeting the program's scope.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related program discipline; and seven (7) years program related experience; two (2) years of which must have been in a supervisory capacity.

(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 REQUIREMENTS:

- A favorable background investigation is required.
- Possess a valid state driver's license.

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations, 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 program responsibilities; knowledge of budget and reporting systems, financial controls, audits, program analysis and performance measures; knowledge of 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 relationships, maintaining open communication and effective working relationships; skill in providing advice and direction to subordinate managers, supervisors and staff; skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; skill in the interpretation and analysis of Navajo Nation, Federal and State guidelines and regulations.

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