

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH1208017

Date Posted: 07/15/13

POSITION NO: 949702

Closing Date: 07/26/13

CLASS CODE: 1247

POSITION TITLE: Program Supervisor II

DEPARTMENT NAME: Navajo Area Agency on Aging-Tuba City Agency

DEPARTMENT NO: 120 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Mon.-Fri.

Permanent:

SALARY:

Hours: 8 AM - 5 PM

Temporary:

Duration: \_\_\_\_\_ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Manages supervises and administers program within the Navajo Area Agency on Aging, Tuba City Agency, Responsible for the delivery of services at the 14 senior centers with 51 budgeted positions. Plan develops, complies, implements, monitors, evaluates activities and implements corrective actions using guidelines of internal and external policies and procedures. Develops, implements and assists Senior Center Supervisors with Employee Performance Standards. Identifies and develops curriculum for training needs and implement training for all staff within the Agency. Prepares budgets using analysis of data and past expenditures. Implement programs for assisting the older population to remain active and independent. Submits monthly, quarterly and annual programmatic and financial expenditure reports. Coordinates services and attends meetings with community-based organizations such as the Chapter, other Tribal. State and Federal programs. Assists, provides an supports the Local and Agency Advisory Council on programmatic regulatory, standards, protocols, policies and procedures.

**QUALIFICATION REQUIREMENTS:**

A Bachelor's Degree in Business or Public Administration, Public Health or closely related field; and

**Experience:**

Three (3) 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, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)*

**Special Knowledge, Skills and Abilities:**

Ability to plan, assign and supervise the work of others. Ability to write effectively. Ability to speak and understand the Navajo Language. Will be required to travel long distance to various senior centers.

**License/Certification Requirements:**

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

**Position requires Background Check and Suitability Assessment prior to employment.**

**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*