

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08112249

DATE POSTED: 07/25/16

POSITION NO: 152075

CLOSING DATE: 08/05/16

POSITION TITLE: Program Manager I

DEPARTMENT NAME / WORKSITE: LB - Navajo Nation OLS - Legislative District Assistants Program, Window Rock, Arizona

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB67A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 52,062.40 PER ANNUM

SEASONAL: DURATION : \$ 25.03 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Legislative Branch Chief, the Program Manager (PM) will oversee the Legislative District Assistants Program. Program will include twenty-four (24) Legislative District Assistants and support staff. Management of the Legislative District Assistants Program will be coordinated with the twenty-four (24) Navajo Nation Council Delegates; employment selection and direct supervision is by the respective Council Delegate but administrative oversight (personnel, finance, etc.) is provided by the Program Manager. Duties include, but are not limited to, enforcing Navajo Nation laws, policies and procedures pertaining to political at-will and regular employees; managing a multi-million dollar budget; establishing short and long term goals to ensure the program runs effectively and efficiently; establishing program specific rules and regulations; establishing a reporting/documentation mechanism; ensure timely submission of monthly and quarterly narrative and statistical reports. The Program Manager must possess excellent written and verbal communication skills, as well as, effective organization and multi-tasking skills. The Program Manager, with the assistance of support staff, will keep an accurate log of daily activity reports, travel authorizations, purchase orders, budget transfers, and office supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related program discipline; and five (5) years program related experience; two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- Must possess a valid drivers license and the ability to obtain Navajo Nation Operator's Permit within 90 days of date of hire.
- Must be proficient in Microsoft Software.
- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

(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:

Knowledge of the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of the legislative process; knowledge of legal terminology and standard legal formats; knowledge of Navajo Nation Law, policy and procedures, and rules and regulations; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgement in the release of confidential information.

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