

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

REQUISITION NO: DNR01224360  
POSITION NO: 245024  
POSITION TITLE: Program Manager I

DATE POSTED: 07/25/22  
CLOSING DATE: 08/12/2022 by 5PM

DEPARTMENT NAME / WORKSITE: Minerals Department / Window Rock, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ67A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>58,276.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>27.91</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Manages the Federal Recovery Fund (FRF) Regulatory staff of no more than four (4) employees to ensure Federal and Navajo Nation regulations, policies and procedures are followed as they apply to the Department and FRF-related projects; ensures program operations support goals and objectives of the FRF Office, the One Stop Shop Regulatory Review Process, and department; ensures program effectiveness, efficiency, productivity, and accountability. Develops and administers budget; enforces Federal regulatory compliance of budget and expenditures. Responsible for the administration and compliance of external funding obligations, including annual, quarterly, and monthly reporting requirements on activities, progress and expenditures. Responsible for developing system of internal controls to ensure proper measurement and recording of projects, progress, resources, and accountability. Assists with final reviews of FRF projects; assists with verifying computed consideration required of FRF-related projects; assists with training and providing technical assistance to subordinates.

**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; or an equivalent combination of education and experience.

*<<A favorable background investigation>>*

*(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:**

Possess a valid state driver's license.

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