

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

REQUISITION NO:	DOJ00624410	DATE POSTED:	07/28/22
POSITION NO:	245138	CLOSING DATE:	Open Until Filled
POSITION TITLE:	<b>Senior Programs and Projects Specialist</b>		
DEPARTMENT NAME / WORKSITE:	DOJ/Office of the Attorney General/Window Rock, AZ		
WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00am - 5:00pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	_____
		DURATION :	_____
		GRADE/STEP:	BQ67A
		\$	58,276.08 PER ANNUM
		\$	27.91 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Attorney General and Deputy Attorney General will provide high level assistance to the Office of the Attorney General/Department of Justice (DOJ) with program/project management related to DOJ's work with Fiscal Recovery Funds (FRF) matters. Assists in analyzing, developing, and achieving short and long term goals and objectives; establishes performance criteria; and plans, evaluates and improves program delivery; Attends a variety of meetings related to FRF/ARPA; assists OAG with preparation for meetings and events; coordinates program activities and communications with other Navajo Nation offices and the general public. Administers FRF funding for DOJ in compliance with FRF and American Rescue Plan Act requirements, policies and procedures under federal and Navajo Nation law. Assists in development of budget. Assists with procurement of goods and services pertaining to DOJ's FRF-related work; reviews contracts; troubleshoots issues with procurement and vendors; monitors expenditures; prepares funding reports. Performs a variety of administrative functions including: preparing reports, correspondence and presentations related to DOJ's FRF-related work and activities; monitors and evaluates program activities and results. Manages and monitors DOJ's ARPA email account; records and responds to inquires on FRF matters and/or directs inquiries to the appropriate DOJ attorneys and staff. Serves in a lead capacity to subordinate staff with respect to FRF/ARPA matters. Attends trainings, as needed, to become ARPA/FRF specialist. Assists attorneys in providing FRF/ARPA-related training to DOJ support staff. Performs special assignments and other duties as required under the direction of the Attorney General and Deputy Attorney General.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or a closely related field; Six (6) years of responsible program related administrative experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state license.

***(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 modern principles and practices of public administration.
- Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities.
- Knowledge of budget and reporting systems, program analysis and performance measures.
- Knowledge of project/program operation activities, mission and client service requirements.
- Skill in developing and analyzing program operating systems, procedures and controls
- Skill I preparing and developing documents and reports, computer databases and spreadsheet files.
- Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff.
- Proficient in Microsoft Office software and other computer applications

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