

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE8504007

Date Posted: 08/16/11

POSITION NO: 945785

Closing Date: 08/29/11

CLASS CODE: 1252

POSITION TITLE: Programs & Projects Specialist

DEPARTMENT NAME: NAVAJO HEAD START-Western Navajo Agency

DEPARTMENT NO: 850 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: V630A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8 am to 5 pm

Temporary:

Duration: _____ \$ 36,649.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.62 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides assistance in program/project management in analyzing, developing and achieving short and long-term goals and objectives; carries out a share of work performed at the senior level; resolves all but the most demanding management and administrative problems that are family standardized; advises in the development of program activities; acquaints management staff of the overall problems confronting the program. Provides essential program representation to programs with limited complexity; explains program policies, procedures, activities and services; coordinates program and projects with organizations with similar mission objectives; reviews, drafts and edits policies and procedures; identifies funding sources and requirements; coordinates schedules, develops and evaluates contract and grants information; prepares grant reports; assists with related training to program or project staff.

Assists in the development of budget proposals; performs a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, maintains budget records of grants received, reviews contract issues and plans, prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis of program activities and results. Attends a variety of department and division meetings; represents project/program and coordinates activities with Navajo Nation officials, governmental representatives, and the public, services as liaison to Nation and non-tribal organizations; maintains communications with private and public funding sources, assists with the preparation of meetings and events; serves on committees and task forces and performs special assignments as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Public or Business Administration or in a closely related field; and

Experience:

Four (4) years of program related administrative experience; or an equivalent combination of education, training, and experience with provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to projects and program responsibilities; knowledge of budget and reporting systems, program analysis and performance measures; skills in preparing and developing documents and reports; computer databases and spreadsheets files; skills in oral and written communications; skill in the collection, analysis and evaluation of information to arrive at sound conclusion and recommendation.

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. PREFERRED: Must possess a valid state driver's license. Within 90 days of employment must obtain a Physical, Cardiopulmonary Resuscitation (CPR) certificate, Food Handler's permit, and a Navajo Nation Operator's Permit, Some positions may require a Commercial Drivers License (CDL)

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