

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR09714136</u>	DATE POSTED:	<u>08/01/17</u>
POSITION NO:	<u>932175</u>	CLOSING DATE:	<u>08/15/17</u>
POSITION TITLE:	<u>Program Supervisor III</u>		
DEPARTMENT NAME / WORKSITE:	<u>DHR/Navajo Department of Workforce Development/Chinle, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB66A</u>
		\$	<u>47,756.80</u> PER ANNUM
		\$	<u>22.96</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Works under general supervision as a Supervisor of the Workforce Center, and the sub-offices. Assist with recruitment, hiring of employees and manages assigned employee positions. Implements NDWD program activities (direct services) in accordance with assigned budgets. Interprets WIOA/NEW program federal regulations, NDWD Policies and Procedures, Navajo Nation rules and regulations, and Policies. Negotiates and Implements worksite training agreements, MOUs, and procurement of training agreements. Establishes priorities and manages office operations. Implements internal controls and quality assurance compliance for all program activities, administrative, financial records and participant records. Establishes employee development plans, performance criteria and completes required annual job performance

appraisals. Coordinates resources and collaboration with partners for program services. Coordinates recruitment drives for program activities. Complies with internal reporting requirements and attends meetings to represent unit. Job duties include travel for meetings and attendance of conferences and training. Implements Navajo Nation Purchase Card policy and processing of monthly required travel reports and expenses. Use of Navajo Nation FMIS is required by completion of training.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and four (4) years of program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's 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 employment and training program requirements; methods of service delivery; and supervisory experience. Must be able to work with people and have strong leadership skills. Must be familiar with Navajo Nation Policies. Must be computer-literate. Public speaking skills are required. Must be able to compose own correspondences and required reports.

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