

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06324523
POSITION NO: 941724
POSITION TITLE: PROGRAM MANAGER III

DATE POSTED: 08/05/22
CLOSING DATE: 08/26/2022 by 5 pm

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Project - Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ69A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 69,217.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 33.15 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Responsible for the overall administration of the diabetes prevention program. Incumbent shall have knowledge of diabetes and chronic disease prevention. Administer health program planning that includes assessment, implementation, and evaluation of program outcomes related to diabetes prevention and wellness activities; ensure program efficiency, productivity, and effectiveness through culturally-based and evidence-based strategies; integrates national standards and regulations into policies and programming; development of policy and procedure to maintain program accountability; to supplement or improve existing policies; conducts administration and compliance of external funding; develops issue and position papers related to diabetes prevention and treatment, ensures proper reporting is met as required; ensures compliance with Navajo Nation and federal regulations policies and procedures. Responsible for all financial and contractual activities by maintaining annual program budget and financial reports, including carryforward and audit reports; manages program through program supervisors; evaluate employee performances; develop strategic plan and implement continuous quality improvement; establish and promote proper training requirements; establishes program goals and objectives; under the direction of the Division Director represents program on behalf of the Navajo Nation. Collaborate and communicates with local, state, federal, other entities and interacts with the public. In consultation with the division director, streamline the division organizational policies; conduct periodic reviews of program operations to address program improvements and sustainability, strengthen program activities and implements internal control mechanism through development of procedures and guidelines to maintain program accountability; assures reports reflect policies or position of the division.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• Bachelors Degree in Public Administration, Health Education, Public Health, Exercise Science, Nutrition or a closely related program discipline; and seven (7) years program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education.

Special Requirements:

• Possess a valid state driver's license.
• A favorable background investigation. FMIS/HRIS Certified (if not certified, must be certified within one year of hire date).

PREFERRED QUALIFICATIONS:

• A Master's degree in Public Administration, Health Education, Public Health, Exercise Science, Nutrition or a closely related program related discipline.
• Five (5) years of supervisory program related 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:

Knowledge in organizational management practices and principles, including strategic planning;
Knowledge of federal, state and local laws, regulations that govern health care, including contractual obligations and requirements;
Knowledge and skill in contract negotiations;
Skill in using computer to perform required duties;
Skill in recruitment, retention and supervision of employees, and addressing human resource issues;
Ability to evaluate and analyze program issues/concerns related to service delivery, finance & human resources, and rendering decisions;
Ability to provide effective leadership for staff and maintain professional rapport with other organizations and the general public;
Ability to set priorities and provide guidance in development of program budget and implementation of annual expenditure plan;
Ability to communicate effectively, orally and in writing.

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