THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01424553
DATE POSTED: 08/11/22
POSITION NO: 244954
CLOSING DATE: 09/06/2022 by 5PM
POSITION TITLE: Programs & Project Specialist

DEPARTMENT NAME / WORKSITE: Division of Economic Development/Navajo Nation-Fiscal Recovery Fund Office/ St. Michaels, AZ

WORK DAYS: Mon-Fri
REGULAR FULL TIME:
GRADE/STEP: BQ63A

WORK HOURS: 40
PART TIME:
NO. OF HRS./WK.:
$ 41,488.56 PER ANNUM

SENSITIVE

SEASONAL:

DURATION :

$ 19.87 PER HOUR

NON-SENSITIVE

TEMPORARY:

DUTIES AND RESPONSIBILITIES:
Provides assistance to the Financial Recovery Fund Office (FRF) 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; Review all FRF contracts for completeness and compliance with the Navajo Business Opportunity Act; ensuring all contracts are making a good faith effort to select Priority 1 or Priority 2 businesses meeting the necessary qualifications. Assist the Business Regulatory Department and FRF office with administrative task associated with FRF funding involving reviewing of 164 review contracts; completing calculations on budgets; working with departments on pre-bid meetings; bid openings; traveling to meet with departments and contractors; assisting FRF office with filing necessary documents; development and form creation; answering phones calls; providing customer services to employees and clients.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
Bachelor's degree in Public or Business Administration or in a closely related field; or an equivalent combination of education and experience.

Special Requirements:
Valid State Drivers liscense

<<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 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. Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts. Skill in preparing and developing documents and reports, computer databases and spreadsheet files. Skill in oral and written documentation. Skill in the collection, analysis and evaluation of information to arrive at sounds conclusions and recommendations.

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