

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1078080

Date Posted: 08/12/13

POSITION NO: 240796

Closing Date: 08/26/13

CLASS CODE: 1251

POSITION TITLE: Senior Programs & Projects Specialist

DEPARTMENT NAME: NDOT Road Maintenance - Admin

DEPARTMENT NO: 107 WORKSITE LOCATION: Tse Bonito, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R67A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00a.m.-5:00p.m.

Temporary:

Duration: _____ \$ 49,067.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direction of the NDOT Division Director will provide high level assistance to NDOT program/project management in analyzing, developing and achieving short and long-term goals and objectives; reviews and interprets Navajo Nation policies and procedures; identifies funding sources and requirements, policies and procedures; may assign work and serve in a lead capacity to staff pertaining to the overall division. Assists in the development of budget proposals, preparing reports, correspondence and presentations related to project or program activities; issues, monitors and evaluates progress, analysis and interpretation of program activities and results. Will attend a variety of department and division meetings; coordinates program activities with other Navajo Nation offices, federal and state government agencies, and the general public; assists with the preparation of meetings and events; serves on committees and task forces; performs special assignments as required by NDOT. Responsible for the NDOT Road Fund Management Plan, NDOT division management plan, division strategic plans, changes to the plan of operations, and other related documents.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

and six (6) years of responsible program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Applicant must have knowledge in research and study methods. Ability to communicate effectively, strong writing skills, supervisory skills. Must have experience in report writing and project/program management, policies and public presentations.

License/Certification Requirements:

A current valid state driver's license, and able to obtain a Navajo Nation Vehicle Operator's Permit.

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