

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0442293

Date Posted: 08/16/10

POSITION NO: 940744

Closing Date: 08/27/10

CLASS CODE: 1235

POSITION TITLE: PROGRAM MANAGER I

DEPARTMENT NAME: Navajo Nation Johnson-O'Malley Program

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N67A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: _____ \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Administer the Johnson-O'Malley Program through subcontracts with eligible school districts, Indian corporations, tribal organizations and previously private schools on or near the Navajo Reservation pursuant to 25 CFR subpart 273.1; Provide training and technical assistance to local school boards, parents, JOM programs, the local IECs, and other Navajo Nation divisions and their subsystems for purposes of program coordination and collaboration to provide program services; Perform monitoring and evaluation of records through visitations to subcontractors to ensure compliance with JOM Program and 25 CFR Part 273; Promote the implementation of the federal and Navajo Nation Education policies and Executive Orders; Promote active participation of the local IEC in monitoring of their programs and fiscal matters as provided for by 25 CFR Part 273; Promote general parental involvement in the educational programs of their children, pursuant 25 CFR Part 273.15(a)(1) and related provisions; Involve the Johnson-O'Malley Program through its membership and affiliations with various National Indian Education Organizations, in information sharing on new policies, proposed legislative changes and other program-related funding concerns for purposes of framing formal position(s) as appropriate and applicable; Convene a Task Force on relevant issues pertaining to Johnson-O'Malley when deemed necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public Administration or a closely related program discipline; and Preferred Masters degree in Education

Experience:

Five (5) years program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education; training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

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