

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH06419918

DATE POSTED: 08/24/20

POSITION NO: 244650

CLOSING DATE: 10/05/20 - 5:00pm

POSITION TITLE: Health Services Administrator (PHS)

DEPARTMENT NAME / WORKSITE: NDOH Public Health Services, Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BC71A

WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 77,251.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 37.14 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Professional at-will position. Directs the planning, development, implementation, administration and evaluation of health programs which includes assessment, intervention, implementation and evaluation; provides leadership in comprehensive health and public health program development and implementation such as USDA programs, health education, diabetes prevention, cancer prevention, environmental health, public health emergency, public health nursing and community health workers; oversees the development of policies, procedures and standards for management of public health programs; ensures compliance with applicable federal, state and local laws, rules, regulations, policies and procedures; provides strategic guidance to departments and programs regarding goals and objectives; develops, monitors, evaluates and enforces health codes and performance standards; integrates culturally relevant evidence and practice-based approach to health and public programs.

Develops, implements and reports performance measures based on contracts, grants, and Navajo Nation health needs; develops timelines to manage the multiple contracts, scopes of work and performance outcomes; oversees the day-to-day administrative operations of the Division of Public Health Services; develops and monitors annual fiscal operating budgets; identifies and seeks potential funding sources for programs and services; participates in program negotiations; ensures coordination, collaboration and partnerships with internal and external public health and health services entities; develops appropriate Memorandum of Understanding for joint cooperation to enhance services, keeps abreast of development and trends in public health and provides leadership in determining comprehensive health program direction and improvement.

Plans and administers work of assigned staff, conducts performance appraisals and takes necessary action in accordance with the personnel policies and procedures; provides technical expertise regarding assigned functions; builds capacity and enhances public health infrastructure to maximize utilization of resources and workforce; provides consultation and staff development training; conducts formal presentations internally and externally on public health issues; establishes and maintains network and collaboration with public health, health services providers and health organizations; prepares required reports; represents Division of Public Health Services in public health related matters. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Master's degree in Public Health, Health Care Administration, Public Administration or closely related field; and six (6) years of progressively responsible administrative experience in a health care organization, two (2) years of which must have been in a supervisory capacity

**Special Requirements:**

- Possess a valid state driver's license.
- Pass 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 management practices and principles & strategic and budget planning.

Knowledge of program management and development methodologies & techniques.

Knowledge of applicable federal, state and local laws, rules, regulations, policies and procedures.

Skill in analyzing complex statistical and programmatic data.

Skill in working with various computer applications for reporting and presentation purposes.

Skill in contract negotiations.

Ability to work independently in setting priorities, organizing and implementing activities.

Ability to maintain effective working relationships with employees, other organizations and the general public.

Ability to communicate effectively both 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.***