

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

REQUISITION NO: DNR12620022  
POSITION NO: 243525  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 09/10/20  
CLOSING DATE: 10/01/20

**Program Manager I**

DEPARTMENT NAME / WORKSITE: Department of Fish and Wildlife/Window Rock, Arizona  
WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: BC67A  
WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 54,724.80 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 26.31 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Manage the Animal Control Program and provide supervision and support to Senior Animal Control Officers, Animal Control Officers and Kennel Officers. Provide guidance and direction to Program activities and direct services while ensuring compliance with established Standard Operating Procedures. Establish and implement animal control policies and procedures, as needed. Ensure effective service delivery of animal control services to Navajo Nation communities, including an education and outreach program on responsible pet ownership and Navajo Nation animal control laws and regulations, and provide an effective enforcement program of Navajo Nation animal control laws and regulations utilizing available manpower and resources. Prepare annual fiscal year budgets and present to relevant Executive Branch and Legislative Branch entities. Seek external funding and external partnerships for the Program and its activities. Coordinate rabies/distemper vaccination clinics and coordinate community enforcement projects. Provide oversight of Agency animal shelters to ensure Program standards and applicable health standards are met. Monitor adjudicated animal control citations.

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

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or a closely related program discipline; and five (5) years program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- Must possess a valid State Driver's License.
- 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 program operations, strategic planning, supervision, personnel management, accounting and purchasing activities; Navajo Nation Animal Control Laws and Regulations, Animal Control Program Standard Operating Procedures; budget and reporting systems, financial controls, program analysis and performance measures; Animal Control Program operational activities, mission and client service requirements. Skill in developing and implementing Program strategic plans, operating systems, procedures, controls, budgets and forecasts; formulating and executing documents and reports, short and long-term goals and objectives and Program performance measures; managing staff and complex internal relationships, maintaining open communication and effective working relationships, provide advice and guidance to subordinate supervisors and staff; collection, analysis and evaluation of information to derive sound conclusions and recommendations; interpreting Navajo Nation, Federal and State guidelines and regulations.

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