

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06420034

DATE POSTED: 09/14/20

POSITION NO: 240666

CLOSING DATE: OUF

POSITION TITLE: Program Manager I

DEPARTMENT NAME / WORKSITE: Public Health Emergency Preparedness Program/ Window Rock, Arizona

WORK DAYS: Mon. - Fri. 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:

Develop and update detailed written plans and guidelines to efficiently coordinate the response to natural and intentional public health and safety threats, biological events, disasters, and disease outbreaks and exercise independent judgment. Develop coordinated responses to public health and other civil emergencies in compliance with Federal and State emergency preparedness and response requirements. Develop and implement program plans to meet requirements and standards for emergency preparedness and response activities in compliance with Centers for Disease Control, State and Federal Emergency Management Agency (FEMA), Arizona, New Mexico and Utah Department of Health Services and National Incident Management System (NIMS) protocols. Develop operating procedure manuals and maintain current emergency operations plans. Prepare required reports and maintain updated records; assist with community outreach programs. Participate in partnership/stakeholder meetings, workshops, drills, training, and exercises and complete reports related to these activities, including identification of best practices, lessons learned, areas for improvement, and corrective actions. Serve as on-call specialist, respond to emergencies and participate in exercises, drills, special training, and emergency events. Provide technical assistance and support to cooperating agencies and participate in planning work groups. Ensure absolute confidentiality is maintained regarding work-related issues and restricted Tribal, County, State and Federal information. Perform other duties as assigned.

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:

- 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 basic management principles and practices, preferably including emergency preparedness and response planning. Preferred knowledge of AZ, NM and UT state statutes governing public health and emergency preparedness and response activities.

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