

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01420050
POSITION NO: 209774
POSITION TITLE: _____

DATE POSTED: 09/16/20
CLOSING DATE: 09/29/20

Program Manager I

DEPARTMENT NAME / WORKSITE: Division of Economic Development / Eastern Business Development / Churchrock, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC67A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>54,724.80</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>26.31</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Small Business Development Department to establish, implement and accomplish overall Division of Economic Development short and long-term goals and objectives. Administer, supervise, manage program and staff accountability activities of the Eastern Regional Business Development Office. Evaluate, monitor and measure program, project/proposal and staff performance. Manage administrative, fiscal, budget, accounting, and expenditure activities under controlled environment. Provide leadership and guidance for the review and approval of: financial and organization valuation analysis on proposed projects; analyze for each project or proposal for financial rate of return to the Navajo Nation; research and evaluate for purposes to validate a proposal plan for industry trends, benchmarks, and movements; manage a business technical assistance program for the benefit of Navajo entrepreneurs business planning, market feasibility studies, financial statement analysis, government contracting; expedite, negotiate and recommend all proposed business site lease transaction activities; maintain detailed listing of all project, loan, and lease activities; and provide real time monthly and quarterly periodic data on number of job created, completed business site leases, loans reviewed/approved, technical assistance provided and other reports as requested. Conduct work session and/or trainings of Navajo Nation, Federal and State laws, regulations and guidelines related to Navajo Nation economic growth for businesses, local government units and communities. Represent the Division in project planning meetings with other departments, divisions, local, regional, state, federal agencies in development of policies, project planning and management, funding, etc. Performs 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 of 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.

(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:

Knowledgeable in administering program operations, strategic planning, developing projects, negotiation, and personnel management. Knowledgeable of Navajo Nation, Federal, and State laws, regulations, and guidelines relative to program responsibilities.

Ability to negotiate business site leases and seek additional funds.

Possess management, leadership, communications, and problem-solving skills.

Possess skills in analysis and evaluation of business plans, understanding financial statements, etc.

Display strong mathematical, analytical and critical thinking skills.

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