THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0238195**	Date Posted:	**09/23/13**
POSITION NO:	210413	Closing Date:	**10/04/13**
CLASS CODE:	1252		
POSITION TITLE:	**Programs and Projects Specialist**		
DEPARTMENT NAME:	Division of Natural Resources/Agriculture Department		
DEPARTMENT NO:	23	WORKSITE LOCATION:	Window Rock, Arizona

WORKS DAYS/HOURS:
Days: Mon - Fri
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk:

GRADE: R63A
SALARY:
$ 34,944.00 Per Annum
$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:
Provide overall administration and operation of the Grazing Management Program; develop viable work plans for program to accomplish goals and objects for respective fiscal year; development long term work plan of goals and objectives; develop and maintain teamwork and networking to maintain and improve communications with the elected officials (District Grazing Committee, District Land Board Member and the Navajo Nation Farm Board member); assist with develop elected officials fiscal year budgets, specifying attainable goals for accomplishments with goal worthy of funding; assists with develop training for self-achievement and increase knowledge to build strong technical expertise of the staff and elected officials; assist with evaluating and tracking expenditures for elected officials' budget; provide grazing officials administrative support and appropriate training to enhance their abilities to administer and enforce grazing regulations; prepare for and attend oversight committee meeting; make recommendations to resolve disputes, conduct legal research of viable Federal and Navajo Nation laws for proper land, farm and range management and proper administration of grazing rules and regulations.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Public and Business Administration or in a closely related field

Experience:
and four (4) years of program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:
Grant writing, knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines aspects of tribal operations relative to project/program responsibilities in reference to grazing; must be computer literate, knowledge in range/soil evaluation techniques, and must have good communication skills in both Navajo and English languages; skills to supervising staff.

License/Certification Requirements:
Must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

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***