

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE08014447</u>		DATE POSTED: <u>10/02/17</u>
POSITION NO: <u>240563</u>		CLOSING DATE: <u>10/13/17</u>
POSITION TITLE: _____	Programs and Projects Specialist	
DEPARTMENT NAME / WORKSITE: _____	DODE / Office of Diné Youth - Tuba City, Arizona	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB63A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>17.82</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performing administrative functions that are of limited scope to ensure program goals and objectives are implemented and monitored, including budget planning, finance, policies and procedures, monitor expenditures, performance improvement, prepare correspondence, analysis, reports, and presentations. Responsible for the day-to-day operations of the Office of Diné Youth programs to ensure delivery of comprehensive services to youth including interaction with youth, and the development of youth in areas of employment, physical activity, educational pursuits, teamwork, leadership and youth development. Establish and promote a network of partnership with local educational and youth development organizations for support, integration, and coordination of efforts. May coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, psychology, and juvenile and youth work. Resolve the most demanding management and administrative problems that fairly standardized. Advises in the development of program activities. Acquaints management staff of the overall problems confronting the office Office of Diné Youth.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in closely related field; 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 modern principles and practices of public administration, procedures and practices; knowledge of Navajo Nation, federal and state law, regulations and guidelines governing aspects of tribal government, operations relative to project and funding responsibilities; knowledge of budgeting, program analysis and performance measures; knowledge of program operational activities, mission and client service requirements; Skill in developing and analyzing program operating systems, procedures, internal controls, budgets and forecasts; skill in verbal and written communication; computer literate.

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