THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0822467** Date Posted: **10/11/10**

POSITION NO: **932317** Closing Date: **10/22/10**

CLASS CODE: **1252**

POSITION TITLE: **PROGRAM AND PROJECTS SPECIALIST**

DEPARTMENT NAME: **Navajo Department of Workforce Development**

DEPARTMENT NO: **82** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday-Friday**

Hours: **8AM to 5PM**

POSITION TYPE:

Permanent: ☑

Temporary: ☐

Part-Time: ☐

Duration: **Full-Time**

No. of Hrs/Wk: **40**

GRADE: **N63A**

SALARY:

$ **33,737.60** Per Annum

$ **16.22** Per Hour

DUTIES AND RESPONSIBILITIES:

Supervise the Management Information System Unit (MISU) and ensure adherence to quality standards, deadlines, proper procedures, correcting errors and/or problems. Provide employees with guidance in handling difficult or complex problems and in resolving complaints or disputes. Implements and clarifies departmental policies and procedures. Conduct annual evaluations of employees assigned. Review records and reports pertaining to program statistics such as enrollments, terminations, and performance outcome and evaluate performance. Submit the Workforce Investment Act Comprehensive Services Program and Supplemental Youth Services Program Annual, Semi-annual & quarterly reports on-line via United States Department of Labor Employment & Training Adminstration Enterprise Business Support System (EBSS). Maintains communication with funding sources. Provide Technical Assistance to the NDWD agency staff on program requirements and form usage. Attend meeting and represent MIS Unit. Oversee applicants and participants forms, making corrections as necessary. Conduct work activities for unit. Oversee NDWD reporting system. Conduct MIS training for staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in business administration, public administration or related field; and

Experience:

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.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must be people-oriented and have good communication skills. Must be knowledgeable of NDWD, WIA, NEW program, and Navajo Nation requirements. Must have interviewing and career guidance skills, and be able to interpret assessment results and local labor demands. Must have good reading and writing skills; and be computer literate using current applications.

License/Certification Requirements:

PREFERRED: Valid State Driver's License; must obtain Navajo Nation Motor Vehicle Operator's permit.

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***