THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0332470** | Date Posted: **10/11/10**

POSITION NO: **241890** | Closing Date: **10/22/10**

CLASS CODE: **1247**

POSITION TITLE: **PROGRAM SUPERVISOR II**

DEPARTMENT NAME: **Property Management Department**

DEPARTMENT NO: **33** | WORKSITE LOCATION: **Fort Defiance, Arizona**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8-12:00;1-5:00pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N65A**

SALARY:
$ **40,081.60** Per Annum
$ **19.27** Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises and coordinates program segments or units of a department program or a division program; assures program respnisibilites are in compliance with department and division objectives; major decisions and actions that arise are jointly pursued and/or shared with program managers or with upper level management positions that are in charge: policy changes are consulted witb program directors of upper level managmenrt. Organizes and makes administative decisions that may significantly impact on the respective program segment or unit, such as personnel, budget, procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; plans, evaluates and improves program unit delivery; sets standards and goals for the overall program unit. Identifies staffing levels and employee development requirements; establishes performance criteria; ensures compliance with budgetary linitations; provides accounting and expenditure control for program budget; developes and implements internal control mechanisms, procedures and guidelines to maintain program accountability; interacts with various government agencies engaged in similar program activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or closely related field; and

Experience:

Three (3) years of program related 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:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment.

License/Certification Requirements:

PREFERRED: Valid State drivers license preferred and Navajo Nation 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***