

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS03020174

DATE POSTED: 10/16/20

POSITION NO: 202629

CLOSING DATE: 10/29/20

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME / WORKSITE: Records Management Department, Division of General Services. Tse Bonito, New Mexico

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BC64A

WORK HOURS: 8-Hours/Day PART TIME: NO. OF HRS./WK.: _____ \$ 42,473.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 20.42 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Supervises and coordinates program segments or units of a department program or a division program; assures program responsibilities 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. Organizes and makes administrative decisions that may significantly impact on the respective program segment or unit, such as personnel, budget, procurement or similar administrative responsibilities which support directly affect the operation of the overall program; plans, evaluates and improve 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 limitations; provides accounting and expenditure control for program budget; negotiates with federal and state funding agencies in securing federal and state grants and funds; responsible for the administration and compliance of external fund agreements, including terms and condition of agreements; develops 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, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and one (1) year of program related experience;

- OR -

- A Bachelor's degree in Business Administration or closely related field; 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:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts. Skill in operating and developing, documents and reports, short and long-term plans and performance measures. Skill in managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff. Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

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