

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04420153	DATE POSTED:	10/16/20
POSITION NO:	244372	CLOSING DATE:	10/29/20
POSITION TITLE:	Program Supervisor I		
DEPARTMENT NAME / WORKSITE:	Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8 am - 5 pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	BC64A
		\$	42,473.60 PER ANNUM
		\$	20.42 PER HOUR

DUTIES AND RESPONSIBILITIES:

Provides day to day supervision of staff within the Navajo Nation Project LAUNCH grant through biweekly meetings and developing a management plan with set goals and objectives. Prepares Needs and Asset report based on SAMHSA grant requirements and submits report for approval. Completes Personnel Development Plans with an emphasis on child development and mental health using the Employee Performance Appraisals for staff funded under the Project LAUNCH grant. Reviews quarterly for strengths and weaknesses, and staff training needs. Meets with staff to review job duties and performance criteria and evaluates on a monthly and quarterly basis. Develops staff improvement plans and staff development needs. Submits EPAF annually. Meets with federal project officer and staff on a monthly basis; makes administrative decisions that impact program, including personnel, budget, procurement and similar administrative responsibilities which support overall program operations, goals and activities. Develops and implements a comprehensive strategic plan for the Navajo Nation for child well-being and social-emotional development. Develops collaborative agreements with early childhood program birth to 8 within NNDOH, NNDSS, schools, IHS, and other partnering agencies to address mental health, positive social-emotional development utilizing recommended practices for families and caregivers. Directly oversee all staff under the program and lead NNDOH, NNDSS, and the Young Child Wellness Advisory Council to identify ways to work collaboratively across the early childhood system, to support Project LAUNCH activities to support aspects of the community programs. Develops and administers evaluation management methods for program to measure program progress and program impact. Evaluation plans incorporate indicators and program measures that are reported to the funding agency including activities, timelines and staff responsibilities. Develops program policies and procedures for projects funded to include the necessary requirements for continued funding. Works with relevant stakeholders to coordinate across service systems and facilitate policy reforms and infrastructure improvements (systems change) through policy development, improved mental health practices for young children. Monitors and assess efficiency and effectiveness of agency activities. Responsible for resolving problems in program operations and services. Prepares monthly, quarterly and annual reports for submittal to program manager, Department Director, OPVP. Assists with budget preparation and budget forecasts. Prepares and compiles reports and material for submittal to funding agency.

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.
- 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 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 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.