THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07212681**	DATE POSTED:	**10/17/16**
POSITION NO:	**941686**	CLOSING DATE:	**10/28/16**
POSITION TITLE:	**Program Evaluation Manager (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB68A
WORK HOURS:	40	PART TIME:	☐	NO. OF HRS./WK.:	$ 56,721.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 27.27	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Incumbent will assist with policy development, will ensure policies are directed toward achieving an effective and efficient administrative and clinical service operation throughout the department/service areas. Incumbent will be expected to exercise high level of organizational management expertise. Responsibilities may include assessing the feasibility of sharing agreements with neighboring government health communities in eliminating duplication of critical but infrequently used behavioral health facilities or services and equipment; assessing the impact of various contract agreements that are in place, giving consideration of the number of contracts and agreements that are in existence, while recognizing the problems connected and/or associated in negotiating the contracts, and evaluating the services provided under those contracts. Review and assess policy measures to strengthen and improve program and/or governmental services and operations, normally done through formulation of critical comments and recommendations regarding proposed legislation slated for consideration; develops program performance monitoring and management systems to comply with applicable laws, regulations and policies; develops and monitors program goals and objectives to ascertain effectiveness and results, i.e. performance; prepares findings and recommendations for management and appropriate legislators. The incumbent may be tasked with or assist with developing or revising the department's clinical policy manual, which most likely requires researching and integrating language and laws paralleling with federal and state regulations. Service improvement most likely would include policy development that involves applicable therapies, such as Dual Diagnosis Capability in Addiction Treatment (DDCAT). This may include finding ways to improve, apply and implement the American Society of Addiction Medicine (ASAM) guidelines on a much larger scale as well as maintaining program standards in alignment with state and federal scope of work and protocols.
Expectations include communicating service delivery accomplishments up to the department and division level; developing internal control mechanisms and guidelines that maintains service unit accountability. Prepares quarterly reviews and findings on service area management issues, i.e. compliance with program plan of operations; manages the departments quality assurance section; attends meeting, represents office and management at tribal, local, state and federal meetings when required. Will develop and oversee the Quality Assurance section for the department.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Budgeting, Accounting, Business Administration or closely related field; and eight (8) years of progressive administrative, management and supervisor experience, involving the control and management of public resources or funds.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***

(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 in providing key management and legislators with objective information and recommendations for their use in making critical decision; knowledge of general governmental budgeting and financial administration principles and practices including automated financial systems; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to budgeting, accounting, purchasing, grants and risk management; knowledge of the Appropriations Act of 1998, annual budget instructions manual and budget resolutions adopted by the Navajo Nation Council; knowledge in providing convincing information so viable and sound that decisions can be arrived at; knowledge of methods and practices of public finance, budgeting and accounting.
Skill in analyzing financial systems, procedures and controls; skill in communicating effectively in oral and written form; skill in establishing cooperative work relationships with those contacted in the course of work; skill in supervising and managing staff.

<<A favorable background investigation is required>>
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.