

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06316433

DATE POSTED: 10/19/18

POSITION NO: 240916

CLOSING DATE: 11/15/18

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR64A

WORK HOURS: 8:00 - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 41,641.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 20.01 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Manages and administers the daily activities of employees of the assigned service area. Assigns, directs and supervises the service unit employees in carrying out the goals and objectives of the project. Plans, develops, implements and monitors policies, procedures, protocols, standards and guidelines in carrying out the goals and objectives of the project. Collaborates and assists with the Central Office in analyzing the project budget in compliance with Navajo Nation and funding source conditions, policies and law.

Plans, develops, implements, monitors, performance standards of employees; identifies and coordinates the career and professional development of employees in their respective service unit.

Performs other duties as assigned directly related to conducting the official business of the Navajo Nation. Review, consult and approve and/or disapprove documents in the service unit. Conducts, participates in and contributes to group and one-on-one meetings, on a periodic and consistent basis, enhance communication and dissemination of relevant project information.

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:

- A favorable background investigation.
- 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 staff; S Skill in collection, analysis and distribution of information to assist at several positions and recommendations.

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