

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH11716358</u>	DATE POSTED: <u>10/19/18</u>	
POSITION NO: <u>949869</u>	CLOSING DATE: <u>11/15/18</u>	
POSITION TITLE: <u>Program Supervisor II</u>		
DEPARTMENT NAME / WORKSITE: <u>Division of Aging and Long Term Care Support - Crownpoint, NM</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR65A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input checked="" type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>45,385.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : \$ <u>21.82</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Manages, supervises and administers program within the Division of Aging and Long Term Care Support, Agency Office. Responsible for the delivery of services at all Senior Centers with all it's budgeted positions. Plans, develops, complies, implements, monitors, evaluates activities and implements corrective actions using guidelines of internal and external policies and procedures. Enforces federal, state, contract compliance, Scope of Work and performance measures for accountability of funds. Develops, implements and keeps current the employee background documents, the employee performance standards for all agency staff. Identifies and develops curriculum for training needs and implements training for all agency staff. Prepares budgets using analysis of data and past expenditures. Implements programs for assisting the older population to remain active and independent. Monitors Senior Centers and the home food delivery services. Submits monthly, quarterly and annual programmatic and financial expenditure reports. Coordinates services and attends meetings with community-based organizations such as the Chapter, and other Tribal, State and Federal programs. Assists, provides and supports the Local Agency Advisory Council on programmatic regulatory, standards, protocols, policies and procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and two (2) years of program related experience; 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:

Ability to plan, assign and supervise the work of others. Ability to write proficiently. Will be required to travel long distance to various senior centers.

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