

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD0292529
POSITION NO: 241514
CLASS CODE: 1252

Date Posted: 10/25/10
Closing Date: 11/05/10

POSITION TITLE: Programs and Projects Specialist
DEPARTMENT NAME: Division of Community Development - Rural Addressing Program
DEPARTMENT NO: 29 WORKSITE LOCATION: Window Rock, Az
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ SALARY: \$ 33,737,360.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides assistance to program/project management in analyzing, development and achieving short and long-term goals and objectives to implement the rural addressing system Navajo Nation-wide; advises in the development of program activities; acquaints management staff at DCD Administration of the overall problems confronting the program.

Develop annual program budget; performs a variety of administrative functions including drafting of program budget justifications, monitoring expenditures, assure accountability of tribal funds and resources, maintains budget records of grants received, reviews contract issues and plans; prepares reports, correspondence and presentations related to project or program activities; evaluates and issue reports on progress; prepares analysis of program activities and results.

Provides essential program representation to programs and organizations; explains activities and services; coordinates projects with Navajo Nation programs, states and counties; reviews, drafts and edits policies and procedures; seek funding sources; coordinates schedules, develops and evaluates contract and grants information, prepares grant reports; assists with related training to program or project staff.

Attends a variety of department/division meetings; represents program and coordinates activities with Navajo Nation officials, governmental representatives, and the public. Serves as liaison to Nation and non-tribal organizations, maintains communications with private and public funding sources, assists with the preparation of meetings and events; serves on committees and task forces.

Travel beyond normal working hours, and on weekends.

Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or a closely related field; and

Experience:

Four (4) years of responsible program related administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of rural addressing system, assessor maps, legal description. Knowledge of budget and reporting systems, program analysis and performance measures. Knowledge of program operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts. Skill in preparing and developing documents and reports, computer databases and spreadsheet files. Skill in oral and written communication. Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

License/Certification Requirements:

Current State Driver's License, *preferred*.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99