THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DCD13914638** DATE POSTED: **11/03/17**
POSITION NO: 244096 CLOSING DATE: **11/17/17**
POSITION TITLE: **Senior Programs and Projects Specialist**
DEPARTMENT NAME / WORKSITE: DCD / Administrative Service Centers / Crownpoint, NM
WORK DAYS: Monday-Friday REGULAR FULL TIME: ☑ GRADE/STEP: AI67A
WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: $ 52,852.80 PER ANNUM
SEASONAL: ☐ DURATION : $ 25.41 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

• Under general supervision, performs work of considerable difficulty in providing administrative support, technical assistance and leadership in the performance of program or project through developing, implementing, and enforcing standard operating policies and procedures for program effectiveness and to accomplish the overall program purposes and objectives. Establishes and executives short and long-term goals and objectives.
• Exercises supervisory authority of the program staff and chapter staff. Approves various administrative and procurement documents. Conducts program and personnel performance reviews for program effectiveness.
• Monitor all chapter funds and expenditures for compliance and to ensure expenditures are within the scope of the approved budget; ensure chapters submit their monthly and quarterly financial reporting requirements. Develop overall financial guidelines for chapter bank accounts. Provide technical assistance and guidance to chapter in developing corrective action plan for audit findings.
• Provide technical assistance and guidance to Chapter Administration and Chapter Officials with community projects, such as infrastructures, emergency management, demographic/statistical updates, rural addressing, and solid waste management.
• Represents ASC and DCD at a variety of department and division meetings. Coordinates program activities with other Navajo Nation offices, federal and state government agencies, and the general public; assists with meeting/event preparations.
• Develop and assists in budget proposals development, provides recommendations to budget policies. Ensure chapters develop and submit their budgets in accordance to set timelines and policies. Assist to secure additional revenue and in-kind contributions from funding agencies consistent with 2 NNC §3741 et. seq.
• Facilitate training/workshops: to assist Chapters with implementation of the Five Management System Policies and Procedures and promote Local Governance Act certification; implementing the Local Governance Act transition plan; the WIND system and MIP accounting software.
• Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative 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:

Knowledge of modern principles and practices of public administration, procedures and practices; knowledge of Navajo Nation, federal and state law, regulations and guidelines governing aspects of tribal government, operations relative to project and funding responsibilities; knowledge of budgeting, program analysis and performance measures; knowledge of program operational activities, mission and client service requirements; Skill in developing and analyzing program operating systems, procedures, internal controls, budgets and forecasts; skill in verbal and written communication; computer literate. Proficient in Microsoft Office software or other computer applications. Must be able to demonstrate fluency in both the Navajo and English languages.

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