

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1367176 Date Posted: 11/05/12
POSITION NO: 208458 Closing Date: 11/19/12
CLASS CODE: 1251
POSITION TITLE: Senior Programs and Projects Specialist
DEPARTMENT NAME: Local Governance Support Center - Shiprock Agency
DEPARTMENT NO: 136 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R67A
Days: Monday - Friday Permanent: SALARY:
Hours: 8:00AM - 5:00PM Temporary: Duration: _____ \$ 49,067.20 Per Annum
Part-Time: No. of Hrs/Wk: 40+ \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

- Executes and applies department or division policies to assist in shaping or improving program effectiveness and productivity.
- Assures program mission is in compliance with departmental and/or division goals and objectives.
- Strengthens program activities and implements internal control mechanism through development of procedures and guidelines in maintaining program accountability.
- Develops and administers annual program budget, establishes short and long-term program and service goals and objectives.
- Evaluates program performance, oversees compliance with budgetary limitations, provides accounting and expenditure control for program budget.
- Exercise supervisory control of the agency staff. Has authority to approve various administrative documents, procurement, and travel authorization for submittal directly to the appropriate processing office. Provide training and orientation as needed on the objective set forth.
- Ensure that the respective chapter budgetary expenditures are within the scope of the approved budget and ensure that the office operations are in compliance with applicable Navajo Nation, Federal, and State laws. Assure that all chapter funds, including the claims trust funds, public employment funds and all other chapter allocations are managed in accordance with applicable Navajo Nation laws, and shall report deficiencies to the Division and appropriate committees or departments.
- Facilitate local governmental development by assisting chapters with the implementations of the Five Management System policies and procedures, as well as assisting chapter officials and chapter staff with implementing community projects and local community directives; assist in the implementation of the Navajo Nation Local Governance Act.
- 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:

- Six (6) 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.
- Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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

Special Knowledge, Skills and Abilities:

Performing a wide variety of administrative service functions. Coordinate and administer several chapter programs within larger organization units.

License/Certification Requirements:

Valid 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