

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70114653 DATE POSTED: 11/13/17  
POSITION NO: 243447 CLOSING DATE: 11/28/17  
POSITION TITLE: Senior Programs and Projects Specialist

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AL67A  
WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 56,409.60 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 27.12 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Provides high level assistance to NHS Assistant Superintendent and the management team in analyzing, developing, and achieving short and long-term goals and objectives; reviews and interprets policies and procedures; prepares, analyses, develops, and ensures Navajo Head Start's evolution to a tribally sanctioned education authority (TSEA); identifies and seeks funding sources collaborates with staff, compiles and monitors related external funding information and applications for submission, including adherence to the Navajo Nation 164 process.

Review plans of operation, Head Start Parent and Policy Council policies and procedures, internal policies and procedures; assist in identifying areas of deficiencies and develop corrective action plan(s); ensure that there is a backup plan to meet unexpected incidents, such as building closures, adverse weather conditions or unforeseen emergencies; maintains proactive communication with all stakeholders of the program, such as federal, tribal, state, and community leaders; coordinates program activities with other Navajo Nation, federal, state, and chapter offices.

Assists in development of program-related budgets; collaborates with Principal Contract Analysis on the development, negotiation and monitoring of direct services contracts, MOAs, MOUs, and IPAs; monitors special programs, performs a variety of administrative functions including, drafting of budget guidelines and justifications, monitoring expenditures and approvals, reviewing contract issues and plans, preparing reports, correspondence and presentations related to project or program activities; issues, monitors and evaluates progress, analysis and interpretation of program activities and results.

Attends 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 the preparation of meetings and events; serve the committees and task forces; performs special assignments as required.

**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 Navajo Nation policies and procedures and Head Start Performance Standards; knowledge of modern principles and practices of public administration; knowledge of Navajo Nation, the Head Start Act, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of project/program operational activities, mission and client service requirements; skill in developing and analyzing program operating systems, procedures and controls; skill in preparing and developing documents and reports, computer databases and spreadsheets files; skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff.

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