

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

REQUISITION NO:	<u>DNR09422238</u>	DATE POSTED:	<u>11/19/21</u>
POSITION NO:	<u>949673</u>	CLOSING DATE:	<u>12/06/2021 by 5pm</u>
POSITION TITLE:	<u>Programs and Projects Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Abandoned Mine Lands Reclamation (AML) Department, Window Rock, AZ.</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BQ63A</u>
WORK HOURS:	<u>8 AM - 5PM</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>41,488.56</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>19.87</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Work under the supervision of the Department Manager III. Handle grants management pursuant to the Navajo Nation/Federal Policies; Compile and prepare grant narratives reports and coordinate with OMB-Financial Services on grant financial reports; provide guidance and direction on forms, budgets, policies, reports, etc.. Serve as a budget Liaison with the Division of Natural Resources; Oversee contract management, and record property management. Assist with planning, developing annual goals and objectives; perform a variety of administrative functions, e.g., addressing issues related to project or program activities and evaluating and generating reports. Maintain communication with all staff within the department and other Navajo and Federal Representation; and assist with the preparation of meetings and events. Carry work performed at a senior level, resolve demanding management and administrative problems; advise in the development of program activities.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in the Public or Business Administration or in a closely related field or an equivalent combination of education, training and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a Valid State Driver's License; obtain a Navajo Nation Vehicle Operator's Permit within 90 days of the date of hire.

***(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, accounting and financial procedures and practices; Navajo Nation, Federal, and State laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; budgeting and reporting system, program analysis and performance measures. Knowledge of OMB CFR 200 Circulars, budgeting process, Navajo Nation FMIS system, Navajo Nation P-Card system, computer software; MS Excel and database/spreadsheet applications. Must have excellent writing and communication skills. Must have some experience in supervisory skills and management. Proficient in Microsoft Office software or other computer applications. Work involves minimal physical effort primarily in an office setting with occasional work in the field or remote work sites.

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