THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0628332**	**DATE POSTED:**	**12/02/13**
POSITION NO:	**229850**	**CLOSING DATE:**	**12/13/13**
POSITION TITLE:	**Programs & Projects Specialist**		
DEPARTMENT NAME / WORKSITE:	**DNR/Department of Agriculture/Window Rock, Arizona**		

WORK DAYS:	**Mon - Fri**	**REGULAR FULL TIME:**	☑		**GRADE/STEP:**	**Y63A**
WORK HOURS:	**8 am - 5 pm**	**PART TIME:**	☐	**NO. OF HRS./WK.:**	**$ 35,984.00**	**PER ANNUM**
		SEASONAL:	☐	**Duration:**	**$ 17.30**	**PER HOUR**
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provide direct assistance in the overall management and operation of the Tribal Ranches Program; plan, develop and implement viable work plans to accomplish organizational goals and objectives; provide tools for staff achievement of goals and objectives and reporting; management of ranch leases to assure compliance, timely lease payment, adequate forage and communication with lease's; plan, develop, implement and maintain the management, inventory and reporting of tribal ranches and Eastern Navajo range assessment and ranch inventory, assets, records, documentation, communication with staff and customers, etc.; manage review and update of program Plan of Operation, including successful SAS review and approval, to assure reflection of current and future organizational endeavors; conduct legal research of governmental, public, private, and Navajo Nation laws for proper agricultural management; research and write all organizational reporting, research and write white papers; plan, design and implement digital storage system and website; develop, maintain documentation of appropriate administrative systems to assure policy and procedures are followed in a standardized manner; be aware of and apply for outside funding to leverage Navajo Nation funding; provide professional and friendly customer service and achieve assignments in a timely manner; work in a professional manner with staff, public and private partnerships; strive to learn and implement current industry practices in balance with Navajo culture; implement all education and training in daily work practices when appropriate; maintain organizational website, develop plan for communication and marketing of direct services.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Public or Business Administration or in a closely related field and four (4) years of program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order 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:

Grant writing, knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines of tribal operations relative to project/program responsibilities in reference to ranches; must be computer literate, ***(Preferred)*** have good communication skills in both Navajo and English languages.

Special Requirements:

(Preferred) Must possess a valid state driver's license and the ability to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

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