

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

REQUISITION NO: DHR0552667

Date Posted: 12/06/10

POSITION NO: 209832

Closing Date: 12/17/10

CLASS CODE: 1246

POSITION TITLE: PROGRAM SUPERVISOR I

DEPARTMENT NAME: Office of Navajo Women & Families

DEPARTMENT NO: 55 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A

Days: Monday - Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8 am- 5 pm

Temporary:

Duration: \_\_\_\_\_ \$ 36,753.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.67 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes and directs activities of the Office of Navajo Women & Families; develops and implements goals and objectives in coordination with the Division of Human Resources; manages policy and procedure changes; establishes priorities, monitors work of staff, conducts performance appraisals; develops policies and guidelines for improving and strengthening department services and/or for incorporating new services; evaluates and redirects department to a more productive and effective service; develops and implements internal control mechanisms, guidelines and procedures to maintain departmental accountability; leads the development and preparation of the annual budget and presents budget to the Oversight Committee at budget sessions; prepares grant proposals; lobby for funding at the state and Navajo Nation levels; monitors overall budget expenditures; directs and monitors daily client needs and other activities as assigned; meets with representatives from other divisions in order to provide all services necessary, including the legislative/executive officials of the Navajo Nation government; keeps abreast of new and/or changes to laws affecting Women & Families; conducts staff meetings; provides public presentations as well as radio presentations on available resources and information on an advocacy level; prepares required reports; may perform special assignments/projects; plans and coordinates the annual women's conference; attends meetings of the Navajo Women Commission and is required to work cooperatively with members of the Commission.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Business or Public Administration or closely related field; and

**Experience:**

two (2) years of program related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**PREFERRED:** Seven (7) years of administrative or managerial work experience, three (3) of which must have been in a supervisory capacity

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

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration; strategic planning, contract writing and negotiation, program evaluation and forecasting the benefits, resources and opportunities available to Navajo Women & Families. Skills in managing staff and complex internal relationships. Fluent in Navajo.

**License/Certification Requirements:**

State Issued Drivers License, Navajo Nation Drivers Permit (obtain within Introductory period)

**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*