THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR1132668** Date Posted: **12/06/10**

POSITION NO: **208528** Closing Date: **12/17/10**

CLASS CODE: **1252**

POSITION TITLE: **PROGRAMS & PROJECTS SPECIALIST**

DEPARTMENT NAME: **Navajo Occupational Safety & Health Administration**

DEPARTMENT NO: **113** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday - Friday**

Hours: **8 am - 5 pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40 hrs**

GRADE: **N63A**

SALARY:

$ **33,737.60** Per Annum

$ **16.22** Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes and directs activities of the Navajo Occupational Safety & Health Administration; 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 preparation of budget and presents budget to the Human Services Committee and at budget sessions; monitors overall budget expenditures; directs and monitors safety compliance within jurisdiction as stated in the Navajo OSH Act of 2000, conducts and monitors safety investigations, conduct safety orientation, issues safety violation citations in accordance with the Navajo OSH Act of 2000 to divisions, departments and programs within the Navajo Nation government as well as enterprises and private companies conducting business on Navajoland. deals extensively with oversight committees of the Navajo Nation Council; meets with representatives of all levels, including legal representatives of applicable companies under citation, as well as legislative/executive officials of the Navajo Nation government; keeps abreast of new and/or changes to laws affecting safety laws and compliance; conducts staff meetings; provides orientation/workshops to ensure a safe working environment; prepares required reports; may perform special assignments/projects; plans and coordinates safety oriented events and activities; attends meetings, training with the federal and state OSHA programs.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

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.

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 and opportunities available to ensure safety compliance at the Navajo Nation, federal and state levels which affect internal policy. Skills in managing staff and complex internal relationships. Fluent in Navajo.

License/Certification Requirements:

PREFERRED: 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***