

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR1512669

Date Posted: 12/06/10

POSITION NO: 947693

Closing Date: 12/17/10

CLASS CODE: 1246

POSITION TITLE: PROGRAM SUPERVISOR I

DEPARTMENT NAME: Department of Child Support Enforcement

DEPARTMENT NO: 151 WORKSITE LOCATION: St Michaels, Arizona

WORKS DAYS/HOURS: POSITIONS 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 hrs \$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes and directs activities of the Department of Child Support Enforcement Central, Agency offices and Sub-Offices; 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 the budget session; prepares annual federal funding proposal; lobbies for funding at the congressional, state and Navajo Nation levels; monitors overall budget expenditures; directs and monitors child support case management, child support payment to the Custodial Parent; deals extensively with oversight committees of the Navajo Nation Council; meets with representatives from the Regional Child Support Division, federal and state officials as well as with legislative/executive officials of the Navajo Nation government; keeps abreast of new and/or changes to laws affecting Tribal Child Support Programs; conducts staff meetings; prepares required reports, including quarterly financial reporting to the federal funding agency; may perform special assignments/projects; plans and coordinate the annual child support staff conference; attends meetings, trainings on maintaining and improving a Tribal Child Support program.

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 and opportunities available to Navajo families, custodial parents under the ACHHS and state laws affecting tribal child support programs. 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