

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1002706

Date Posted: 12/20/10

POSITION NO: 209982

Closing Date: 01/04/11

CLASS CODE: 1235

POSITION TITLE: PROGRAM MANAGER I

DEPARTMENT NAME: Division of Public Safety/Emergency Management

DEPARTMENT NO: 100 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N67A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of considerable difficulty in directing and managing a program; reports to the Division Director. Consults with Division Director where policy changes are necessary in responding to budget appropriation or legislated actions that impact the program; manage day to day operation of the emergency management department. Directs and oversees Program and Projects Specialists, Emergency Services Coordinator/Liaison, and administration to meet the changing demands of emergency management workload. Coordinates and communicates with supervisors to anticipate future needs for emergency situations. Manage the Emergency Management contracts and coordinates with the state, county, and local agencies; negotiate contracts/grants and intergovernmental agreements as needed with other agencies/organizations. Serve as a liaison and coordinate emergency management services with Navajo Nation Chapters and other entities. Attend management level meetings, trainings, seminars, workshops, and conference to build and maintain liaison and coordination with subordinate managers/supervisors.

Provides necessary information to NN Divisions and NN Chapters for implementation of Emergency Management trainings. Assists with budgetary matters relating to emergency management services; provide justification and documentation of services and affects of budget fluctuations of services. Implement the Emergency Operations Center when there is an Declared Emergency. Work closely with the Commission of Emergency Management, and other resources.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Five (5) years of management experience in emergency level management and/or emergency management; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience.

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

Special Knowledge, Skills and Abilities:

Program performance measures; analyzing budgets, principles and practices of program operation, accounting, knowledge of Navajo Nation, Federal, State laws.

License/Certification Requirements:

PREFERRED: Valid State Driver's License, NN Vehicle Operator's Permit, CPR, First Aid. Within 1 year obtain NIMS 100 - 400, 700, 800 certification, ICS certifications and complete the Executive Management level course.

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