THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711467	DATE POSTED:	02/16/16
POSITION NO:	240722	CLOSING DATE:	02/29/16
POSITION TITLE:	Program Supervisor I		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Crownpoint, New Mexico		
WORK DAYS:	Mon - Fri	GRADE/STEP:	AB64A
WORK HOURS:	8:00a - 5:00p	$ 40,414.40	PER ANNUM
		$ 19.43	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Under general direction of the Program Manager; supervises and coordinates program segments or units of Child Care and Development Fund Program; assures program responsibilities are in compliance with program objectives; major decisions and actions that arise are jointly pursued and/or shared with program managers; policy changes are consulted with program managers; develops and sets procedures within the confinement of established policies to improve service delivery. Organizes and makes administrative decisions that may significantly impact the assigned child care center; such as personnel, budget, procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; plans, evaluates and improves child care service delivery; sets standards and goals for the assigned child care center.

Identifies staffing levels and employee development requirements to maintain compliance; establishes performance criteria; ensures compliance with budgetary limitations; provides accounting and expenditure control for child care center budget; develops and implements internal control mechanisms, procedures and guidelines to maintain program accountability; interacts with various government agencies engaged in similar program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and two (2) years of program related experience.

Preferred Qualifications:

- Two (2) years responsible program related administration or management.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must obtain Standard or Basic Infant/Child/Adult CPR and First Aid Certifications, Food Handler's Permit, and additional CCDF Health and Safety Requirements.

(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:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations policies and procedures. Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of program operational activities, mission, and client service requirements. Skills in operating and developing, documents and reports, short and long -term plans and performance measures. Skills in managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff. Skills in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations. Must have good customer service, skill and ability to communicate in both Navajo and English language; basic knowledge of the Navajo nation forms and processes, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Good office/telephone etiquette, computer literate, basic filing, record keeping, operation of variety of machines including personal computer, telephones, scanners and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with clients, staff, service providers, the general public and other tribal/public programs, offices, and entities. Ability to maintain confidentiality.

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