

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH1192991

Date Posted: 03/14/11

POSITION NO: 949701

Closing Date: 03/25/11

CLASS CODE: 1247

POSITION TITLE: Program Supervisor II

DEPARTMENT NAME: Navajo Area Agency on Aging - Shiprock Agency

DEPARTMENT NO: 119

WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: N65A

Days: M-F

Permanent:

SALARY:

Hours: 8AM-5PM

Temporary:

Duration: _____

\$ \$40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40

\$ \$19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises, manages, administers and sustain several programs and offices within the NAAA of Shiprock Agency and approximately 19 workstations with over 55 budgeted positions; plans, develops, compiles, implement and monitors internal and external fiscal year with varying start/end cycles; collects, reviews, compiles and assure quality statistical data and incremental reports in a timely and accurate manner; conducts initial and secondary orientation of new employees; develops, reviews and conduct performance based evaluations of Senior Center Supervisors and the NAAA Shiprock office staff; identifies and develops training needs of staff, volunteers, and providers based on performance outcomes.

Provide technical assistance and support, and guidance to the Navajo Nation Advisory Committee on Aging, Agency Advisory Committee on Aging and Senior Center Advisory Committee on Aging; monitors and ensures compliance with Navajo Nation, division and programmatic regulatory, standards, protocols, policies, procedures and other guidance; writes correspondence to appropriate entities to promote communication; addresses all human resources issues within the NAAA Shiprock service area; attends meetings at the local, regional, states and federal levels as necessary; performs duties as related to the field of aging.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

three (3) years of program related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Ability to plan, assign, and supervise the work of others; ability to speak and write effectively; ability to establish and maintain working relationships with subordinates, superiors, and tribal federal, state, and local officials. Ability to speak Navajo fluently.

License/Certification Requirements:

Valid State Driver's Licenses, Valid Navajo Nation Operator's Permit; CPR certification; Food Handler's permit; background check, ***preferred***.

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