

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH06310072

DATE POSTED: 05/04/15

POSITION NO: 240847

CLOSING DATE: 05/15/15

POSITION TITLE: Senior Programs and Projects Specialist

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Project - Window Rock, Arizona

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: AB67A

WORK HOURS: 8 am- 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 52,062.40 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 25.03 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide assistance to project management in analyzing, developing and achieving short and long-term goals and objectives; advises in the development of program activities; acquaints management staff of the overall problems confronting the program; carries out work performed at senior level; resolves fairly standardized management and administrative problems; manages major projects, i.e., negotiating contracts and all paperwork associated; and monitor projects.

Provides essential program representation to program and outside organizations with similar mission and objectives, and coordinates projects with these programs and organizations; explains program policies, procedures, activities and services; reviews, drafts and edits policies and procedures to fit the ever changing needs of the project; identifies funding sources and requirement; coordinates schedule; develops and evaluates contract and grants information; prepare grant reports; assists with related training to project staff.

Provide assistance and make suggestions with the development of budget proposals; performs a variety of administrative functions including review and assistance of budget guidelines and justifications that pertain to projects and activities; monitor expenditures and approvals, maintain budget records of grants received, reviews contract issues, and plans, prepares reports, correspondence and presentations related to project activities; evaluations and issue reports on progress; prepares analysis of program activities and results; ensures subordinate staff's financial responsibilities are completed.

Attend program, department and division meetings; represents project and coordinate activities with Navajo nation Officials, governmental representatives, and the public; serves liaison to nation and non-tribal organizations; maintains communications with private and public funding sources; assists with preparation of meetings and events; serves on committees and task forces performs special assignments as required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience.

**Preferred Qualifications:**

\*A Master's degree in Business Administration or a closely related field.

\*Experience in developing management, strategic and fund management plans.

\*Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

\* Possess a valid state driver's license.

***(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 modern principles and practices of public administration. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures. Knowledge of project/program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls. Skill in preparing and developing documents and reports, computer databases and spreadsheet files. Skill in managing staff and complex internal relations, maintain open communication and effective working relationships, providing advice and direction to subordinate staff.

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