THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT10210062**	DATE POSTED:	**05/04/15**
POSITION NO:	**241188**	CLOSING DATE:	**05/15/15**
POSITION TITLE:	**Programs and Projects Specialist**		
DEPARTMENT NAME / WORKSITE:	**NDOT/Road Maintenance/TseBonito, NM**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Reports to the Department Manager and assist with overall program operation but primarily focus on the Engineering and Construction Management (ECM) Section. Assist with the development and management of Street Lighting Agreements; Street Lighting Maintenance and Operation policies and procedures; gravel and borrow pit; project-specific budgets; schedule values and events; and assist with procurement process for road construction projects that involve subgrade preparation, gravel, chip sealing, road signs, low water crossing, etc. Coordinate meetings with state, counties, and tribal entities to renegotiate street lighting agreements; and implement and educate the public about the new policies and procedures. Assist with the gravel pit study by coordinating with the consultants, tribal departments and chapters to select sites, submit Mining Permits, and prepare the Mining Plan. Assist the Civil Engineers and the ECM Section in preparing project scope of work, project-specific budgets, monitoring expenditure, preparing budget and expense reports, and preparing project close-out reports. Based on the scopes of work for each road project, prepares and submits request for proposals, coordinate bid openings, prepare and initiate contracts documents, prepare SAS packets and monitor contracts schedule of events. Other duties that include the improvement the overall operation of the department may be assigned based on priorities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Administration or Business Administration or in closely related field.

Preferred Qualifications:

- Four (4) years of program related experience.
- Proficient in Microsoft Office software or other computer application.

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, procedures and practices; 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; and knowledge of project program operational activities, mission and client service requirements. Skills in preparing and developing documents and reports, computer databases and spreadsheets files; skills in oral and written communication; and skills in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

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