

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0553225

Date Posted: 06/20/11

POSITION NO: 209832

Closing Date: 07/01/11

CLASS CODE: 1246

POSITION TITLE: PROGRAM SUPERVISOR I

DEPARTMENT NAME: Office of Navajo Women & Families

DEPARTMENT NO: 55 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8 am- 5 pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes and directs activities of the Office of Navajo Women & Families; develops and implements goals and objectives in coordination with the Division of Human Resources; manages policy and procedure changes; establishes priorities, monitors work of staff, conducts performance appraisals; develops policies and guidelines for improving and strengthening department services and/or for incorporating new services; evaluates and redirects department to a more productive and effective service; develops and implements internal control mechanisms, guidelines and procedures to maintain departmental accountability; leads the development and preparation of the annual budget and presents budget to the Oversight Committee at budget sessions; prepares grant proposals; lobby for funding at the state and Navajo Nation levels; monitors overall budget expenditures; directs and monitors daily client needs and other activities as assigned; meets with representatives from other divisions in order to provide all services necessary, including the legislative/executive officials of the Navajo Nation government; keeps abreast of new and/or changes to laws affecting Women & Families; conducts staff meetings; provides public presentations as well as radio presentations on available resources and information on an advocacy level; prepares required reports; may perform special assignments/projects; plans and coordinates the annual women's conference; attends meetings of the Navajo Women Commission and is required to work cooperatively with members of the Commission.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

two (2) 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 transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration; strategic planning, contract writing and negotiation, program evaluation and forecasting the benefits, resources and opportunities available to Navajo Women & Families. Skills in managing staff and complex internal relationships. Fluent in Navajo.

License/Certification Requirements:

State Issued Drivers License, Navajo Nation Drivers Permit (obtain within Introductory period)

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