

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0803226

Date Posted: 06/20/11

POSITION NO: 240568

Closing Date: 07/01/11

CLASS CODE: 1252

POSITION TITLE: PROGRAMS & PROJECT SPECIALIST

DEPARTMENT NAME: Office of Youth Development-Boys & Girls Club of Dine' Nation (LeChee Unit)

DEPARTMENT NO: 80 WORKSITE LOCATION: Lechee, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Mon-Fri.some wkends Permanent:

Hours: 8am-5pm.some wkends Temporary: Duration: _____ \$ 34,944.00 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent will perform administrative functions that are of limited scope to ensure program goals and objectives are implemented and monitored. Including budget planning, finance, policies and procedures, monitor expenditures, performance improvement, prepare correspondence, analysis, reports & presentations, be responsible for the day-to-day operation of the Boys & Girls Club of Dine' Nation, Li chi ii Unit to ensure delivery of comprehensive services to youth to include interaction with youth, and the development of youth in areas of employment, physical activity, educational pursuits, teamwork, leadership, active participation in community and family, advocate on behalf of the Office of Youth Development Boys & Girls Clubs of Dine' Nation, attend various community meetings, plans, develops, organizes and may conduct in-service and related training for assigned staff and volunteers in areas of teamwork, leadership, youth development, establish and promote a network of partnerships with local educational and youth development organizations for support, integration and coordination of efforts.

May coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, psychology, and others that are engaged in juvenile or youth work. Resolve the most demanding management and administrative problems that are fairly standard in nature, advises in the development of program activities, acquaints management staff of the overall problems confronting the Office of Youth Development - BGCDN Western Navajo Agency.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

four (4) years of program related administrative 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, procedures & practices of public administration, knowledge of Navajo Nation, federal & state laws, regulations & guidelines governing the many aspects of tribal government operations relative to project & funding responsibilities. Knowledge of budgeting, program analysis & performance measures, knowledge of program operational activities, mission & client service requirements. Skills in developing & analyzing program operating systems, procedures, internal controls, budgets & forecast, skill in verbal & written communication, computer literate preferred.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo & English languages as condition for employment. All cost associated with background checks.

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