THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS02512095**	DATE POSTED:	06/20/16
POSITION NO:	234898	CLOSING DATE:	07/01/16
POSITION TITLE:	Program Supervisor I		
DEPARTMENT NAME / WORKSITE:	Risk Management Program/Safety & Loss Control Program/Window Rock, AZ		

WORK DAYS:	M-F	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Supervises and coordinates with the Safety/Loss Control Staff. Assures that the programs' responsibilities are carried out in accordance with the plan of operation. Makes decisions based on information that may be limited and of moderate complexity. Works jointly with other safety & health agencies, reports to the Risk Management Program Supervisor. Provides guidance to immediate staff and advises on safety-related matters to the Insurance Services Department, Navajo Nation Programs and Insured participants of the Navajo Nation Insurance Pool. Provides quarterly reports, data, and presentations to various entities.

Organizes and makes administrative decisions that may significantly impact the respective programs; develops the annual safety budget, establishes performance criteria and evaluates the overall operation of the program. Identifies Staffing levels and employee development requirements; provides accounting and expenditure control for the program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and two (2) years of program related experience.

Special Requirements:

- Possess a valid 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:

Excellent communication skills, must be able to present in public. Should be self-driven and motiviated. Must be proficient with technology (computers, scanners, tablets, and smart phones). Should have considerabel knoweldge of office skills and phone etiquete. Must have an understanding of insurance practices, safety & loss control methods, worker's compensation and risk assessments. Must be able to provide written reports in a timely matter; must have an understanding of the Navajo Nation Budgeting system, should be familiar with the Navajo Nation.

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