

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH1203818

Date Posted: 07/05/11

POSITION NO: 949702

Closing Date: 07/18/11

CLASS CODE: 1247

POSITION TITLE: Program Supervisor II

DEPARTMENT NAME: Navajo Area Agency on Aging - Tuba City Agency

DEPARTMENT NO: 120

WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: R65A

Days: M-F

Permanent:

SALARY:

Hours: 8AM-5PM

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises, manages, administers and sustain several programs and offices within the NAAA of Tuba City Agency and approximately 19 workstations with over 51 budgeted positions; plans, develops, compiles, implement and monitors internal and external fiscal year with varying start/end cycles; collects, reviews, compiles and assure quality statistical data and incremental reports in a timely and accurate manner; conducts initial and secondary orientation of new employees; develops, reviews and conduct performance based evaluations of Senior Center Supervisors and the NAAA Tuba City office staff; identifies and develops training needs of staff, volunteers, and providers based on performance outcomes;

Provide technical assistance and support, and guidance to the Navajo Nation Advisory Committee on Aging, Agency Advisory Committee on Aging and Senior Center Advisory Committee on Aging; monitors and ensures compliance with Navajo Nation, division and programmatic regulatory, standards, protocols, policies, procedures and other guidance; writes correspondence to appropriate entities to promote communication; addresses all human resources issues within the NAAA Tuba City service area; attends meetings at the local, regional, states and federal levels as necessary; performs duties as related to the field of aging.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

three (03) 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 transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Ability to plan, assign, and supervise the work of others; ability to speak and write effectively; ability to establish and maintain working relationships with subordinates, superiors, and tribal federal, state, and local officials. Ability to speak Navajo fluently.

License/Certification Requirements:

Valid State Driver's License, Navajo Nation Vehicle Operator's Permit; CPR certification; Food Handler's permit, ***preferred.***

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