

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOT10110529</u>	DATE POSTED:	<u>07/27/15</u>
POSITION NO:	<u>242908</u>	CLOSING DATE:	<u>08/07/15</u>
POSITION TITLE:	<u>Programs and Projects Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>NDOT / Department of Highway Safety / TseBonito, NM</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB63A</u>
WORK HOURS:	<u>8:00am-5:00pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>37,065.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>17.82</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Analyzes crash data/statistics acquired from GIS Technicians on a quarterly/yearly basis. Prepares and provides data reports (narrative and mapping) for the Transportation Planners as supporting documents for: DUI Crash Site Identification, Road Safety Assessment Applications to the neighboring State DOTs, Funding Applications. etc. Works directly with the Navajo Nation Division of Public Safety, Arizona Division of Transportation, Arizona Division of Public Safety, New Mexico Division of Transportation and others. Attends meetings relevant to the reports, funding applications, etc. including road safety assessments with the States. Seeks outside funding sources for transportation-related projects identified from the analysis collected. Assists Chapters in requesting for Road Safety Assessments in their respective communities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

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

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 maintaining large database of files with knowledge of computer server requirements. Ability to prepare a wide variety of documents including map analysis, analytical reports, etc. for appropriate agencies. Skill in communicating effectively both orally and in writing. Skill in building effective partnerships with outside agencies (BIA, State Agencies, County Agencies, etc.)

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