THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR08210598**	DATE POSTED:	**08/10/15**
POSITION NO:	**932317**	CLOSING DATE:	**08/24/15**
POSITION TITLE:	**PROGRAM AND PROJECTS SPECIALIST**		
DEPARTMENT NAME / WORKSITE:	**DHR/Navajo Department of Workforce Development, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Supervise the Management Information System Unit (MISU) and ensure adherence to quality standards, deadlines, proper procedures, correcting errors and/or problems. Provide employees with guidance in handling difficult or complex problems and in resolving complaints or disputes. Implements and clarifies departmental policies and procedures. Conduct annual evaluations of employees assigned. Review records and reports pertaining to program statistics such as enrollments, terminations, and performance outcome and evaluate performance. Submit the Workforce Investment Act Comprehensive Services Program and Supplemental Youth Services Program Annual, Semi-annual & quarterly reports on-line via United States Department of Labor Employment & Training Administration Enterprise Business Support System (EBSS).

Maintains communication with funding sources. Provide technical assistance to the NDWD agency staff on program requirements and form usage. Attend meeting and represent MIS Unit. Oversee applicants and participants forms, making corrections as necessary. Conduct work activities for unit. Oversee NDWD reporting system. Conduct MIS training for staff.

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 states 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:

Must be people-orientated and have good communication skills. Must be knowledgeable of NDWD, WIA, NEW Program, and Navajo Nation requirements. Must have interviewing and career guidance skills, and be able to interpret assessment results and local labor demands. Must have good reading and writing skills; and be computer literate using current applications.

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