THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DGS03010735	DATE POSTED:	09/08/15
POSITION NO:	202629	CLOSING DATE:	09/21/15
POSITION TITLE:	Program Supervisor I		
DEPARTMENT NAME / WORKSITE:	DGS / Records Management Department/ Tse Bonito, New Mexico		

WORK DAYS:	Monday- Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB64A
WORK HOURS:	8:00 am-5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 19.43	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty in coordinating and providing day-to-day supervision of the Records Management Department; Reports to the Division Director; Develops and sets procedures within the confinement of established policies to improve service delivery; Performs related work as assigned. Program Supervisor I, supports staff at the program level located within program responsibilities. Ensures compliance with department and division objectives; Major decisions and actions that arise are jointly pursed and/or shared with program managers or with upper level management positions that are in charge; Policy changes are consulted with program directors or with upper level management position that are in charge; Organizes and makes administrative decisions that may significantly impact on the respective program segment or unit, such as personnel, budget, procurement, marketing or similar administrative responsibilities which support and directly affect the operation of the overall program; Plans, evaluates and improves program unit service delivery; Sets standards and goals for the overall program unit. Identifies staffing levels and employee development requirements; Establishes performance criteria; Ensures compliance with budgetary limitations; Provides accounting and expenditures control for program budget; Develops and implements internal control mechanism; Procedures and guidelines to maintain program accountability; Interacts with various government agencies engaged in similar program activities. Responsible to formulate and produce written Quarterly and specialized reports for compilation to respective Division and/or Oversight Committees of Navajo Nation. Manages and oversees that all reporting factors are met and strategic plans are set for the program as a whole.

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.

Preferred Qualifications:

- Two (2) years responsible program related administration or management.

Proficient in Microsoft Office Software and other computer applications.

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:

• Knowledge of modern principles, practices, procedures of program operations planning, supervision and personnel management.
• Knowledge of Navajo Nation, Federal and State laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities.
• Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.
• Knowledge of program operational activities, mission and client service requirements.
• Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecast.
• Skill in operating and developing, documents and reports, short and long term plans and performance measures.
• Skill in managing staff, and in maintaining an open communication and effective working relationships, providing advice, direction and guidance to staff.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN