

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05210750</u>	DATE POSTED:	<u>09/14/15</u>
POSITION NO:	<u>234913</u>	CLOSING DATE:	<u>09/25/15</u>
POSITION TITLE:	<u>Programs and Projects Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Department of Water Resources / Water Management Branch / Fort Defiance, Arizona</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB63A</u>
WORK HOURS:	<u>8 am - 5pm</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:

Assists in the development of budget proposals; performs a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, maintains budget records of grants received, reviews contract issues and plans, prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis of program activities and results. identifies funding sources and requirements; coordinates schedules, develops and evaluates contract and grants information; prepares grant reports; assists with related training to program or project 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 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:

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