

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DGS02710792</u>	DATE POSTED:	<u>09/28/15</u>
POSITION NO:	<u>202329</u>	CLOSING DATE:	<u>10/09/15</u>
POSITION TITLE:	<u>Program Supervisor II</u>		
DEPARTMENT NAME / WORKSITE:	<u>DGS/Fleet Management Department/Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB65A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>44,054.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>21.18</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Works under the direction of the Department Manager III; performs work of moderate difficulty in coordinating the different functions within the Department, including the Fleet Service Centers and Auto Body Shop. Provides oversight of accounting component to ensure that accounting, fixed assets and financial reports are performed accurately and timely. Monitors financial expenditures and revenue collection through the Financial Management Information System (FMIS). Completes development of annual vehicle user rates, including projection of fiscal year budget, and monitors revenue against expenditures; advises supervisory personnel on level of spending, and completes financial analysis on budgetary matters. Develops vehicle specifications for all classes of vehicles and coordinates vehicle replacement through lease purchase agreements or direct purchase, and monitors depreciation of fixed assets (vehicles). Oversee development of paperless environment for vehicle assignments to improve efficiency and access by other departments and programs. Responsible for data management and analysis, including presenting required reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and three (3) years of program related experience.

Preferred Qualifications:

- Three (3) years program related experience, two (2) of which must have in a supervisory or lead capacity.
- Proficient in Microsoft Office software and other computer applications.
- FMIS Certification.

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 and practices of fleet operations and planning, supervision and personnel management procedures and practices. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of program activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts. 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 and direction to subordinate managers, supervisors and staff. Skill in collection, analysis and evaluation of information to arrive at sound conclusions and recommendations. Ability to conduct studies and analysis contributing to the development of sound operational procedures, and ability to speak and write effectively.

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