

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0727067

Date Posted: 10/08/12

POSITION NO: 941641

Closing Date: 10/19/12

CLASS CODE: 1252

POSITION TITLE: PROGRAMS AND PROJECTS SPECIALIST

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Monday - Friday Permanent:  SALARY:

Hours: 80 hrs. Temporary:  Duration: \$ 34,944.00 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

**This position will be supervised by and work directly with the Clinical Director to oversee the administrative needs of the treatment center by** analyzing, developing and achieving short and long-term goals and objectives; resolve all but the most demanding administrative problems that are fairly standardized; advise in the development of administrative functions; acquaints the Clinical Director of the overall problems confronting the treatment center.

Provides essential representation on administrative matters with limited complexity; assists with explaining policies, procedures, activities and services; assists in coordinating with organizations with similar mission objectives; reviews, drafts and edits policies and procedures when requested; keep abreast of available funding and requirements; coordinate and develop contract and grant information; prepare reports; assists with training development and other services or general information.

Through continuous coordination with the Clinical Director, perform a variety of administrative functions including drafting of budgets, justifications, monitoring expenditures and approvals, maintains budget records received, reviews contract issues, prepares reports, correspondence and presentations; evaluates and issues reports on progress of activities assigned.

Attends a variety of department meetings; represent and coordinate activities with Navajo Nation officials, governmental representatives, and the public, serves as liaison on behalf of the department to Nation and non-tribal organizations when requested; assists with the preparation of meetings and events; when requested will serve on committees and task forces and performs special assignments as required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or closely related field; and

**\*To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.\***

**Experience:**

four (4) years of program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations related to the department; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, contracts, budgets and forecasts; skill in preparing and developing documents and reports, computer databases and spreadsheet files; skill in oral and written communication; skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

**Must Pass a Fingerprint Clearance and Background Check.**

**Veteran's Preference Applies.**

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