THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC03310837**	DATE POSTED:	10/12/15
POSITION NO:	241890	CLOSING DATE:	10/23/15
POSITION TITLE:	Program Supervisor II		
DEPARTMENT NAME / WORKSITE:	Division of General Services / Property Management Department / Window Rock, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB65A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 44,054.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 21.18	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Performs work of moderate difficulty in coordinating day-to-day supervision of the Navajo Nation Property Management Department; reports to the Navajo Nation Controller.

Develops and sets procedures within established policies to improve service delivery; supervises and coordinates property management activities and ensures responsibilities are in compliance with department/division objectives. Major decisions and actions are jointly pursued and shared with Navajo Nation program managers or with upper management.

Organizes and makes administrative decisions that impact personnel, budget, and procurement; plans, evaluates and improves program service delivery; sets standards and goals.

Identifies staffing levels and employee development requirements; establishes performance criteria, complies with budgetary limitations; provides accounting and expenditure control; develops and implements internal controls, procedures and guidelines to maintain program accountability; interacts with various governmental agencies and vendors engaged in similar program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelors 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 been in a supervisory or lead capacity.
- Proficient in Microsoft Office Software or 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 property and asset management, reporting, and disposal.
Knowledge of modern principles and practices of program operations, planning, supervision and personnel management.
Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.
Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing tribal operations relative to property management.
Skill in developing and analyzing program operating systems; procedures and internal controls; and budgets and budget and expense reports.
Skill in developing and maintaining program reports, short and long term plans, and performance measures.
Skill in computerized property/fixed asset inventory and maintenance.

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