THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR12611010**	DATE POSTED:	11/09/15
POSITION NO:	243525	CLOSING DATE:	11/23/15
POSITION TITLE:	Program Manager I		
DEPARTMENT NAME / WORKSITE:	Fish and Wildlife Department/Window Rock, Arizona		
WORK DAYS:	M-F	GRADE/STEP:	AB67A
WORK HOURS:	8 am - 5 pm	$ 52,062.40	PER ANNUM
		$ 25.03	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐
DURATION :

DUTIES AND RESPONSIBILITIES:

Manage the Animal Control Program and its activities. Provide supervision and support to Senior Animal Control Officers, Animal Control Officers and Kennel Officers. Provide guidance and direction to Program activities and direct services while ensuring compliance with established Standard Operating Procedures. Establish and implement animal control policies and procedures as needed. Ensure effective service delivery of animal control services to Navajo Nation communities, provide an effective education and outreach program on responsible pet ownership and Navajo Nation animal control laws and regulations, and provide an effective enforcement program of Navajo Nation animal control laws and regulations utilizing available manpower and resources. Prepare annual fiscal year budgets and present to relevant Executive Branch Teams and Legislative Branch Committees. Seek external funding and external sources of support for the Program and its activities. Coordinate rabies and distemper vaccination clinics with the Navajo Nation Veterinary Program and coordinate community enforcement projects. Provide oversight of Agency animal shelters to ensure Program standards and applicable health standards are met in the care of dogs and cats at the shelter. Monitor animal control citations that are adjudicated in the Navajo Nation courts. As needed, respond to animal

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Public or Business Administration or Animal Science/Agriculture or a closely related program discipline. Five (5) years program related experience; two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- Master's Degree in Public or Business Administration or a closely related program discipline.
- Two (2) years of supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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 program operations, strategic planning, supervision, personnel management, accounting and procurement. 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 strategic plans, operating systems, policies and procedures, budgets and forecasts. Skill in formulating and executing documents and reports, short and long term goals and objectives and program performance measures. Skill in managing staff and complex internal relationships, maintaining open communication ad effective working relationships, provide advice and direction to subordinates.

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