THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11711036**	DATE POSTED:	11/09/15
POSITION NO:	949869	CLOSING DATE:	11/23/15
POSITION TITLE:	**PROGRAM SUPERVISOR II**		
DEPARTMENT NAME / WORKSITE:	DOH/Navajo Area Agency on Aging/Crownpoint, NM		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB65A
WORK HOURS:	8AM - 5PM	PART TIME:	☐	NO. OF HRS./WK.:	40	$ 44,054.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 21.18	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Manages, supervises and administers program within the Navajo Area Agency on Aging, Crownpoint Agency. Responsible for the delivery of services at 20 senior centers with 60 budgeted positions. Develops, implements, and evaluates performance objectives. Identifies and develops training needs and implement training for all staff within the Agency. Prepares budgets using analysis of data and past expenditures, and monitors program expenditures for accuracy and accountability. Implement program services to support older population to remain active and independent. Monitors Senior Centers to ensure compliance with contract scope of work and implements corrective actions using guidelines of internal and external policies and procedures. Submits monthly, quarterly and annual programmatic and financial expenditure reports. Coordinates services and attends meetings with community-based organizations such as the Chapter, varies Council Oversight Committees, other Tribal, State and Federal programs. Provides support to the Local and Agency Advisory Council on programmatic regulatory, standards, protocols, policies and procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Business Administration, Health, Human Services or closely related field; and three (3) years of program related experience one of which must have been in supervisory or lead capacity experience; proficient in MS Office software.

Preferred Qualifications:

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

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:

Knowledge about accounting principals and aging population. Skills in advocating and creating partnerships. Ability to plan, assign and supervise the work of others; ability to write proficiently. Will be required to travel long distance to various senior centers; bilingual in Navajo and English preferred.

<<A favorable background investigation is required>>

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