

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0724337
POSITION NO: 948039
CLASS CODE: 1252

Date Posted: 11/21/11
Closing Date: 12/06/11

POSITION TITLE: PROGRAMS AND PROJECTS SPECIALIST
DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Fort Defiance, 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:

As the Faith Based Coordinator will assist the Faith Based Services in analyzing, developing and achieving short and long-term goals and objectives; resolve all but the most demanding management and administrative problems that are fairly standardized; advise in the development of Faith Based Services activities; acquaints management staff of the overall problems confronting the Faith Based Initiatives.

Provides essential program representation to programs with limited complexity; explains Faith Based Services policies, procedures, activities and services; coordinates Faith Based Services with organizations with similar mission objectives; reviews, drafts and edits policies and procedures; identifies funding sources and requirements; coordinates schedules, develops and evaluates contract and grants information; prepares grant reports; assists with related training to faith based services staff and others who are in need of services or general information.

Assists in the development of budget proposals; performs a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, maintains budget records of grants received, reviews contract issues and plans, prepares reports, correspondence and presentations related to Faith Based Services activities; evaluates and issues reports on progress; prepares analysis of Faith Based Services activities and results.

Attends a variety of department and division meetings; represents Faith Based Services and coordinates activities with Navajo Nation officials, governmental representatives, and the public, serves as liaison to Nation and non-tribal organizations; maintains communications with private and public funding sources, assists with the preparation of meetings and events; serves 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 relative to Faith Based Services responsibilities; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of Faith Based Services operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, 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.