

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

Requisition No: DPS0472616  
POSITION NO: 946173  
CLASS CODE: 1252

Date Posted: 11/22/10  
Closing Date: 12/07/10

POSITION TITLE: PROGRAMS & PROJECTS SPECIALIST  
DEPARTMENT NAME: Emergency Medical Services  
DEPARTMENT NO: 47 WORKSITE LOCATION: Window Rock, Az  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N63A  
Days: MON - FRI Permanent:   
Hours: 8:00 am - 5:00 pm Temporary:  Duration: \_\_\_\_\_ \$ 33,737.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 16.22 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs ASO or higher management functions and disciplines to include planning; organizing, staffing, directing, control and budget/contract activities. Develops and/or directly participates in department and program planning, analyzes or establish organization structures; staff positions; directs functions or operations of large scale or high demand; formulate and control resources, and prepare and monitor appropriate budget and line item accounts. Responsibilities include department contract compliance. Lease and contract negotiations of Government housing, equipment or other services; ambulance equipment and supply acquisition, monitor/management of patient treatment protocols and newly developing emergency medicine procedures, prepares reports, closeout reports, grant/budget proposals, Memorandum of Understanding (MOU), intergovernmental documents for service reciprocity, presents department activities, progress concerns to government agencies, public entities, and maintains effective and efficient communications with states, counties and federal offices.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**Experience:**

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

***(To receive full credit for education and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

knowledge of the principles and practices of health or business administration; knowledge of modern office methods and procedures; knowledge of the basic principles of budgets and accounting. Ability to plan, assign, and supervise the work of others under extreme or stressful conditions; ability to conduct studies and analysis contributing to the development of sound operational procedures; ability to speak and write effectively; ability to establish and maintain working relationships with subordinates, superiors, tribal, federal, state and local officials. Must be resourceful, diligent and have sound judgement skills.

**License/Certification Requirements:**

PREFERRED: Current CPR, First Aid or higher license, vehicle operators license (AZ or NM), must have at least 120 hours of training in management/supervision techniques, procedures and application.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 1-15-99**