

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

REQUISITION NO:	<u>DHR08211125</u>	DATE POSTED:	<u>11/30/15</u>		
POSITION NO:	<u>932317</u>	CLOSING DATE:	<u>12/11/15</u>		
POSITION TITLE:	<u>Programs and Projects Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>DHR/Navajo Department of Workforce Development / Window Rock, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB63A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>37,065.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>17.82</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Primary duties involve supervisory oversight of the MIS Unit assigned Statistical Technicians and Case Assistant. Plan work activities and office schedules. Supervise the records maintenance, required reporting to all funding sources, compile detailed enrollment and program performance statistical reports and analyses. Formulate needed policies and procedures and provide orientations to NDWD employees. Performs computer database processing of program reports and submits online program reports to funding sources. Conduct training for NDWD employees on NDWD applicant/participant forms, and is the designated staff to manage NDWD forms. Provide technical advisement on applicant and participant definitions, program eligibility and required transactions for reporting and program records. Research and investigate non-compliance applicant/participant cases. Monitor up-to-date reporting systems with periodic software releases. Assist with all audits, generate computer reports and provide selected participant records. Conduct annual job performance appraisals and address employee performance issues. Train assigned employees on records maintenance, data-entry and reporting requirements. Implement orders for office supplies and work orders for office maintenance. Submit progress reports, attend meetings and conferences.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or in a closely related field.

**Preferred Qualifications:**

- Four (4) years of program related experience.
- Proficient in Microsoft Office software or other computer applications.

**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:**

Must be a "people person", have a positive attitude and excellent communication skills. Must be willing to learn technical requirements of NDWD programs, program definitions and policies. Must have good reading and writing skills; and be computer literate to work with NDWD reporting systems. Must be willing to work with co-workers in a non-stop documents processing environment.

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