THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70111148**	DATE POSTED:	**12/07/15**
POSITION NO:	**243595**	CLOSING DATE:	**12/18/15**
POSITION TITLE:	**Head Start Support Services Manager**		
DEPARTMENT NAME / WORKSITE:	**DODE/Navajo Head Start - Window Rock, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME: ☑		GRADE/STEP:	**AD68A**	
WORK HOURS:	**40 hrs/Week**	PART TIME: ☐	NO. OF HRS./WK.:	$	**59,529.60**	PER ANNUM
		SEASONAL: ☐	DURATION :	$	**28.62**	PER HOUR
		TEMPORARY: ☐				

DUTIES AND RESPONSIBILITIES:

Oversees the operations of facility maintenance, property management and student transportation services of Navajo Head Start; ensures compliance with the Head Start Performance Standards and applicable local, state and federal regulations through ongoing, consistent review, monitoring and follow up; collaborates with all other Head Start components in order to provide quality controls, training, services and compliance monitoring; develops, implements and maintains ongoing quality assurance and performance process; performs related work as assigned by the Assistant Superintendent. Works closely with Maintenance Technicians to ensure that operations are effectively and efficiently managed to meet mandates, building codes and other pertinent tribal, state and federal regulations. Provides quality control and the coordination of maintenance, custodial services, capital improvement projects; negotiates leases and contracts, prepares and coordinates bids, repair costs and estimates; while adhering to the Navajo Nation Procurement Law. Supervises, monitors, and evaluates support staff under the Support Services content area. Responsible for adherence and compliance with all safety, security and emergency regulations with Indian Health Services, the NN Office of Environmental Health (OEH), the Navajo Division of Health and related entities; Monitors facility and food service inspections. Must develop corrective action plans to address non-compliance, violations and deficiencies; Assigns and reviews work of staff; conducts performance appraisals and takes appropriate action if necessary; develops and maintains internal control mechanisms for accountability and transparency; attends chapter and community meetings; provides technical assistance and information to parents and communities, attends meetings, trainings, and professional development; must provide daily, weekly, monthly, quarterly, or annual reports to NHS managers, Parent Policy Council, NN Board of Education, the Assistant Superintendent, Department of Dine Education's Superintendent and/or NHS' oversight committee.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Facility or Construction Management, Business, Public Administration or a related field; and four (4) years of work experience in management or coordination of program services, three (3) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's degree in Facility or Construction Management, Business, Public Administration or a related field.

Special Requirements:

- A favorable background investigation.
- 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 of: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework; educational concepts, principles, theories and applications; early childhood assessment and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Ability to: nurture, motivate, teach ad influence children 3 to 5 years of age; work extended and flexible work hours; understand and communicate in the Navajo and English language

Incumbent must abide by program standards of conduct.

<<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.