THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH06411184**	DATE POSTED:	12/07/15
POSITION NO:	243647	CLOSING DATE:	12/18/15
POSITION TITLE:	**Program Supervisor I**		
DEPARTMENT NAME / WORKSITE:	DOH/Healthy Hunger Free Kids Act Demonstration Project (HHFKAP)/Crownpoint, NM		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☐		GRADE/STEP:	AB64A
WORK HOURS:	8 am- 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☑			

DUTIES AND RESPONSIBILITIES:

Supervise and direct the work of the local Research Assistants; Develop and explain program policies and procedures as needed; Coordinate schedules of local Research Assistants and meet with them periodically, individually or as a group; compile data and write reports on the Research Assistants work; Coordinate larger-scale projects, such as regional food transportation and buying from local food producers.

Supervises and coordinates local HHFKAP staff. Assures program responsibilities are in compliance with department and division objectives; major decisions and actions that arise are jointly pursued and/or shared with program managers or with upper level management positions that are in charge; policy changes are consulted with program directors or with upper level management.

Organizes and makes administrative decisions that may significantly impact on the respective program segment or unit, such as personnel, budget, procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; plans, evaluates and improves program unit delivery; sets standards and goals for the overall program unit.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Public or Business Administration or closely related field; and two (2) years of program related experience.

Preferred Qualifications:

*Two (2) years responsible program related administration or management.
*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:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices. Knowledge of management procedures and practices; Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, financial controls, programs analysis and performance measures. Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts. Skill in operating and developing, documents and reports, short and long-term plans and performance measures. Skill in managing an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff. Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

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