THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE08011235**	DATE POSTED:	**12/21/15**
POSITION NO:	**209749**	CLOSING DATE:	**01/05/16**
POSITION TITLE:	**Program Supervisor III**		
DEPARTMENT NAME / WORKSITE:	**DODE/Office of Diné YOUTH/Fort Defiance, AZ**		

WORK DAYS:	M-F; some weekends	REGULAR FULL TIME:	☑		GRADE/STEP:	AB66A
WORK HOURS:	8-5; some evenings	PART TIME:	☐	NO. OF HRS./WK.:	$ 47,756.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 22.96	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Department Manager I, perform work of considerable difficulty managing the Fort Defiance Office of Diné YOUTH and it components programs; reports to the Department Manager I. Plans, organizes and works toward fulfilling program objectives and goals in compliance with Department of Dine Education objectives; develop short and long term goals/work plans; manage and coordinate the Office of Diné YOUTH -Fort Defiance Agency. Ensures compliance with Navajo Nation funding, Federal & State funding, and other funding source requirements; Makes administrative decisions that impact the programs. Plans, evaluates and improves services delivered to youth; ensures accountability and internal controls are established and maintained, and provides accounting and expenditure control for the overall program budgets. Interacts with various national and community organizations, schools and its administrators, tribal offices, legislative and executive officials of the Navajo Nation government, Indian Health Service offices, State and Federal programs for funding and coordination of efforts to provide quality youth services. If available, responsible for implementation of grants or contract objectives. Must have a working knowledge of budgeting and financial management. Responsible for written reports, budget status report, expenditure control, performance criteria establishment and monitoring; plan with staff on meeting performance criteria, identifying resources needed; and responsible and ensure employee's performance are evaluated on an annual basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and four (4) years of youth development program experience, two (2) years of which must have been in supervisory capacity.

Preferred Qualifications:

- Four (4) years responsible program related administration or management experience, three (3) of which must have been in a supervisory capacity.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background check.
- 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:

Working knowledge of modern principles and practices of program operations & planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. A working knowledge of budgets, financial controls, program analysis and performance measures. Skill in developing and analyzing strategic plans, operating systems, procedures and controls. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate supervisor and staff, when required. Skill in the interpretation and execution of division policies. Skill in the collection, analysis and evaluation of information to arrive a sound conclusions and recommendations.

<<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.