

### **PROGRAMS AND PROJECTS SPECIALIST**

**DEFINITION:** Under general supervision, renders program and project advisory service to programs that are of limited scope, difficulty and complexity; renders advisory guidance that are relatively standardized involving the development, operation, planning, preparation and improvement of programs and projects; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Provides assistance to program/project management in analyzing, developing and achieving short and long-term goals and objectives; carries out a share of work performed at the senior level; resolves all but the most demanding management and administrative problems that are fairly standardized; advises in the development of program activities; acquaints management staff of the overall problems confronting the program.

Provides essential program representation to programs with limited complexity; explains program policies, procedures, activities and services; coordinates program and projects with organizations with similar mission objectives; reviews, drafts and edits policies and procedures; identifies funding sources and requirements; coordinates schedules, develops and evaluates contract and grants information; prepares grant reports; assists with related training to program or project staff.

Assists in the development of budget proposals; performs a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, maintains budget records of grants received, reviews contract issues and plans, prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis of program activities and results.

Attends a variety of department and division meetings; represents project/program and coordinates activities with Navajo Nation officials, governmental representatives, and the public, serves as liaison to Nation and non-tribal organizations; maintains communications with private and public funding sources, assists with the preparation of meetings and events; serves on committees and task forces and performs special assignments as required.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of modern principles and practices of public administration, procedures and practices.  
Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities.

Knowledge of budget and reporting systems, program analysis and performance measures.

Knowledge of project/program operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in oral and written communication.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

**PROGRAMS AND PROJECTS SPECIALIST**

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

**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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.