

PROGRAM EVALUATION MANAGER

DEFINITION: Under general direction, performs managerial and professional work of considerable difficulty in reviewing and assessing policy measures to strengthen/improve program and/or governmental services and operations; performs related work as required.

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

TASKS:

Reviews and assesses policy measures to strengthen and improve program and/or governmental services and operations, normally done through formulation of critical comments and recommendations regarding proposed legislation slated for consideration by the Navajo Nation Council and Standing Committees through the 164 review process; develops program performance monitoring and management systems to comply with the Appropriations Act of 1998; develops and monitors program goals and objectives to ascertain effectiveness and results, i.e. performance; prepares findings and recommendations for management and appropriate legislators.

Prepares quarterly reviews and findings on government program management issues, i.e. compliance with Navajo Nation Council Conditions of Appropriations, state of program plans of operations, and other matters such as Tribal Grantee compliance; supervises and manages the program evaluation section; carries out personnel policies and procedures; attends meetings, represents office and management at legislative consultations and executive management, and answers queries on issues, policies, etc.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge in providing key management and legislators with objective information and recommendations for their use in making critical decision.
Knowledge of general governmental budgeting and financial administration principles and practices including automated financial systems.
Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to budgeting, accounting, purchasing, grants and risk management.
Knowledge of the Appropriations Act of 1998, annual budget instructions manual, and budget resolutions adopted by the Navajo Nation Council.
Knowledge in providing convincing information so viable and sound that decisions can be arrived at.
Knowledge of methods and practices of public finance, budgeting and accounting.
Skill in analyzing financial systems, procedures and controls.
Skill in communicating effectively in oral and written form.
Skill in establishing cooperative work relationships with those contacted in the course of work.
Skill in supervising and managing staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Budgeting, Accounting, Business Administration, or closely related area; and eight (8) years of progressive responsible administrative, management and supervisory experience, involving the control and management of public resources or funds.

THE NAVAJO NATION

Class Code: 1993
Planning and Analysis Series
Program Analysis Group
Overtime Code: Exempt
Pay Grade: 68

PROGRAM EVALUATION MANAGER

PREFERRED QUALIFICATIONS:

- A Certified Public Accountant.
- Two (2) years supervisory experience.
- FMIS-Inquiry User Certification
- Proficient in Microsoft Office software and other computer applications.

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.