

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0649538

Date Posted: 06/08/09

POSITION NO: 941540

Closing Date: 06/19/09

CLASS CODE: 1960

POSITION TITLE: PRINCIPAL PLANNER

DEPARTMENT NAME: Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes and performs assignments pertaining to the area of public or community health issues applicable to program facility planning. Prepares reports and recommendations pertaining to community health plans, general plans and special project plans. Seeks and submits competitive grant proposals/applications for programs and projects. Manages and monitors the evaluation of projects for compliance. Monitors and reports on project progress, expenditures and research findings. Plans, develops and implements research studies, project objectives, research designs. Develops instrument for evaluation research/study, survey development projects for data collection, data analysis and prepares professional paper for scientific journals and conferences. Assists and provides technical guidance or training of subordinate professional planners. Consults with experts in planning and conducting research studies and projects.

In conjunction with professional epidemiologists, will design surveillance systems and program evaluation methodology for the division's health programs or special projects. Will analyze, interpret and disseminate results. Explains and gains support of employees for management policies and goals.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Community Planning, Public Health, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area; and

Experience:

six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of principles, techniques and practices of planning concepts. Knowledge of the social, economic and political make up the Navajo Nation. Knowledge of laws, regulations, policies and provisions of new and existing programs under study. Skill in graphic instructions such as blue prints, layouts, base maps or other visual aids

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99