

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0809616

Date Posted: 07/06/09

POSITION NO: 240962

Closing Date: 07/17/09

CLASS CODE: 1252

POSITION TITLE: Programs and Projects Specialist

DEPARTMENT NAME: Office of Youth Development- Boys and Girls Clubs of Dine' Nation, Tse'Bit'Ai Unit

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A

Days: Mon-Fri; some wknds Permanent: SALARY

Hours: 8 am-5 pm some Temporary: Duration: _____ : 33,737.60

evenings Part-Time: No. of Hrs/Wk: 40 hrs/wk : 16.22

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent will perform administrative functions that are of limited scope to ensure program goals and objectives are implemented and monitored, including budget planning, finance, policies and procedures, monitor day-to-day operations of the Boys and Girls Clubs of Dine' Nation Tse'Bit'Ai Unit to ensure delivery of comprehensive services to youth to include interaction with youth and the development of youth in areas of employment, physical activity, educational pursuits, teamwork, leadership, active participation in community and family; advocate on behalf of the Office of Youth Development-Boys and Girls Clubs of Dine' Nation youth and to attend various community meetings; plans, develops, organizes and may conduct in-service and related training for assisted staff and volunteers in areas of teamwork, leadership, youth development; establish and promote a network of partnerships with local educational and youth development organizations for support, integration and coordination of efforts;

May coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, psychology, and juvenile or youth work. Resolves 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 Office of Youth Development and the B&GCDN Tse'Bit'Ai Unit.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or in a closely related field; and

Experience:

Four (4) years of program related administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for educational/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

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 government operations relative to project and funding responsibilities; knowledge of budgeting, program analysis and performance measures; knowledge of program operational activities, mission and client service requirements; Skill in developing and analyzing program operating systems, procedures, internal controls, budgets and forecasts; skill in verbal and written communication; computer literate PREFERRED.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment.

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