

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR05820707

DATE POSTED: 03/05/21

POSITION NO: 891603

CLOSING DATE: 03/18/2021 by 5pm

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME / WORKSITE: Navajo Parks & Recreation Department/Window Rock, AZ

WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ64A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>43,910.64</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>21.03</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty providing on-site management and administration of Asaayi Lake/Bowl Canyon Recreation area; will supervise staff; will plan, direct and manager the overall operations of the Park including maintenance, park protection, interpretation and fee collection activities; development and administration of short and long term plans; assist with the annual budget, administer procedures and guidelines to staff; develop and evaluate the Park's goals and objectives; assures effective accounting, expenditure controls and park operations are in accordance with applicable standards; assist with development of necessary Park Policies. Program Supervisor will assign and review work assigned to staff; will oversee personnel matters, meet with staff and process employee's developments; conduct employee performance appraisals; will take appropriate action when necessary; communicate with department on park activities through reports, responsible for presentations and report updates at staff meetings; provide assistance on implementing visitor services, responsible for enforcing relevant policies, procedures and standards for the Park and Department; conduct research; attend Department Program Managers/Supervisor's meetings; will represent Park Meetings relating to the Park area. Responsible for establishing and maintaining business relationships with tour operations, commercial filming companies, tribal officials, governmental representatives and the public; responsible to perform diverse administrative duties to include written correspondence and reports, responsible for development of proposals and special assignments as required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate Degree in Business Administration or closely related and one (1) year of program related experience;
- OR-
- A Bachelor Degree in Business Administration or closely related field; or an equivalency combination of education and experience.

**Special Requirements:**

- Posses a valid State Driver's License.
- A favorable background investigation.

***(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:**

Knowledge of parks and recreation administration, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing tribal operations and workplace safety related to park operations; knowledge of budget, cash collection and reporting systems, short and long range planning and performance measures; knowledge of park operational and maintenance needs, skills in compiling and developing documents and reports, managing staff relationships, maintain open communications and effective working relationships, provide advice and direction to staff; skill in interpretation and information services; ability to converse in Navajo Language

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