

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR06216842</u>	DATE POSTED:	<u>01/02/19</u>
POSITION NO:	<u>241694</u>	CLOSING DATE:	<u>01/15/19</u>
POSITION TITLE:	<u>Associate Contract Analyst</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR / Dept. of Agriculture / NNFair Office / Window Rock, AZ</u>		
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input type="checkbox"/> GRADE/STEP: <u>AR62A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>35,755.20</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>17.19</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/> <u>01/19 - 08-19</u>

DUTIES AND RESPONSIBILITIES:

Assists in planning, coordination and answers questions on program information. Provides technical assistance in request for proposals, negotiations, renegotiations, extensions, modifications, or termination of contracts; assists operations of contracts from planning, preparation, drafting, reviewing, revising and finalizing of contracts, grants and proposals; aiding in compliance for awards, interprets/explains, coordinates contract provisions, terms, conditions and specifications; assists and/or recommends changes, alterations, adjustments and modifications of existing contracts. Coordinates with contractors to ensure contracts are signed, contract number is secured prior to services; adequate time is available for marketing. Assists in seeking, soliciting and securing contract monies for programs and services. Ensures invoices from contractors are received and payment is paid.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and one (1) year of experience in contract and grant administration.

Special Requirements:

- Possess a valid state driver's license

(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 Navajo Nation contract administration procedures and practices; knowledge of Navajo Nation accounting transaction practices; knowledge of Navajo Nation procurement policies and budgeting practices; knowledge of office procedures and equipment including computers, financial/office application software; Skill in auditing technical records, filing, reports compliance and evaluative purposes; skill in gathering, consolidating, analyzing facts and drawing conclusions; skill in researching and preparing technical reports; skill in effectively and clearly communicating complex technical concepts, orally and in writing; skill in establishing and maintaining effective working relationships with others

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