

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7018415

DATE POSTED: 01/13/14

POSITION NO: 946900

CLOSING DATE: 01/27/14

POSITION TITLE: Senior Contract Analyst

DEPARTMENT NAME / WORKSITE: Navajo Head Start; Window Rock, AZ

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: AA65A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,865.60 PER ANNUM

SEASONAL: Duration: _____ \$ 21.57 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provides training on monitoring, self-assessment and any other federal related resources to content areas staff, Head Start Policy Council, Education Committee, Board of Education, and other oversight committees of the Navajo Nation Council and/or Navajo Nation Councils. Interprets Tribal, Federal, and State Regulations governing programs, establishes and formulates policies and procedures. Monitors and evaluates programmatic services, and develop methodology and implementation of quality assurance pursuant to Head Start Performance Standards, and provides assistance and makes on-site visitations to all five Head Start agencies for analysis of programs services delivery and makes recommendations to the Program Managers and content areas staff for corrective actions.

Attends Content Areas Meeting, Head Start Policy Council Meeting, Program Managers Meeting, and attends other meeting on behalf of the Navajo of Head Start. Prepares varieties of technical and administrative reports. Identifies, addresses and recommends resolutions of specific problems relating to quality standards and obligated services. Prepares necessary documents for professional services agreement, memorandum coordinates resources within Program and Community.

Coordinates variety of contracts, grants, subcontracts, professional services agreements for compliance with Navajo Nation laws, State laws and Federal laws. Reviews, monitors and tracks variety of contracts, grants, subcontracts, professional services agreements to ensure funds are available and services are provided within the specific timeframe.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Business Administration or closely related field; and three (3) years of contract and/or grant administration experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications.

(In order 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:

Good knowledge of Head Start Performance Standards; knowledge of effective parenting skills and techniques; knowledge of the Navajo Culture and Traditions; knowledge of the Navajo Nation government processes and procedures. Skilled in effective oral and written communication, skilled in public speaking in in-service training in Social Services Component. Ability to coordinate various groups (Parents, Chapter Officials, Community, etc.); ability to provide the best social services component for Head Start children; ability to understand and communication in the Navajo and English language.

Special Requirements:

Must have a valid State Driver's License and passed Federal/Tribal Criminal Background Check prior to employment. Must obtain the following within ninety days of employment: First Aid and CPR Certification, Physical Examination with T.B. Clearance, Navajo Nation Vehicle Operator's Permit. **A favorable background investigation is required prior to date of hire.**

VETERANS PREFERENCE APPLIES

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