

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

REQUISITION NO: DED01421096 DATE POSTED: 05/14/21  
POSITION NO: 241753 CLOSING DATE: Open Until Filled (OUF)  
POSITION TITLE: Contract Compliance Officer  
DEPARTMENT NAME / WORKSITE: Real Estate / St. Michaels, Arizona  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BJ64A  
WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 43,910.64 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.03 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Responsible for administering and enforcement of compliance functions and activities pursuant to the Navajo Nation Business Site Lease Regulation and all applicable Navajo Nation, federal and state laws and regulations; review technical, legal and financial data, and reports for purposes of issuing, negotiating, or terminating business site leases; coordinate with businesses, associates, superiors, attorneys, financial managers and elected officials in addressing technical, legal and financial matters, and work to resolve matters efficiently and effectively; monitor leases, ensure insurance are up to date, rental fees are paid, and security bonds are in place; conduct field inspections to monitor compliance, follow up on corrective action for non-compliance issues, prepare scheduled and compliance reports, issue timely notice to Lessees; coordinate with the Regional Business Development Offices on non-compliance issues regarding business lease terminations and/or suit; conduct and prepare technical research and reports utilizing technical resources, such as, digital mapping systems, data bases, engineering surveys, legal descriptions, etc.; prepare report of narrative and technical content for use by management, attorneys, legislative committees, courts, federal and state counterparts to address BSL terms and conditions; serve as a resource person regarding interpretation of BSL terms and conditions; maintain ethical, objective and professional demeanor to business lease records, files, reports and data at all times.

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

**Minimum Qualifications:**

- A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience; or an equivalent combination of education and experience.

**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 application of Navajo Nation Code, State, Federal laws and regulations governing programs; procurement and contracting policies, methods and business practices; general fund and cost accounting principles and practices; generally accepted office procedures, equipment, including computers, financial/office application software.

Skilled in interpreting labor laws, rules and regulations; operating computer, standard office software including word processing, database and spreadsheet files; research, gathering, consolidating, analyzing facts and drawing conclusions; research and preparing complex technical reports.

Ability to effectively and clearly communicate, orally and written; establish and maintain effective working relationships.

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