

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOT10713902</u>	DATE POSTED:	<u>06/06/17</u>				
POSITION NO:	<u>243529</u>	CLOSING DATE:	<u>06/19/17</u>				
POSITION TITLE:	<u>Contract Compliance Officer</u>						
DEPARTMENT NAME / WORKSITE:	<u>Navajo DOT-Department of Roads - Tse Bonito, NM</u>						
WORK DAYS:	<u>MONDAY-FRIDAY</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB64A</u>		
WORK HOURS:	<u>8:00 AM TO 5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>	\$ <u>40,414.40</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u> </u>	\$ <u>19.43</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>	<u> </u>			

DUTIES AND RESPONSIBILITIES:

Monitor multiple contracts, evaluates, investigate external or internal contracts and grants agreement. Ensure contract terms and condition is in compliances with rules and regulation requirement adhered to established for Navajo Nation Contracts & Grants. Monitors expenditures, reconcile reports, processes document for payment of expenses in the Financial Management Information System (FMIS); processing information - Compiling, categorizing, calculating, tabulating, auditing or verifying information or data. Providing contract amendments/addendums with modification to contract. Coordinates ongoing contracts/grants related activities with appropriate entities/programs. Resolve contract payment delinquencies and coordinate resolution with divisions or external entities. Initiates and coordinate proposals/bid documents such as advertisements, Consolidate required significant scope of work, research if needed and based on the complexity, develop Request for Proposal notices, submittal of contract packets for the Section 164 Review From process. Preparation and implementation of contracts and associated budgets. Maintain electronic and hard copy files, correct necessary corrective actions on contracts. Prepare required reports to program funding accordance's to established rules and regulations of contractual agreements.

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.
- 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 and application of Navajo Tribal Code, state, federal laws, regulations governing program; procurement and contracting policies and methods. Knowledge of accounting principles and practices. Skill in interpreting labor laws, rules and regulations; operating various computer software's; establishing and maintaining effective customer services.

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