

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

REQUISITION NO: DED0143224

Date Posted: 06/20/11

POSITION NO: 241088

Closing Date: 07/01/11

CLASS CODE: 2020

POSITION TITLE: CONTRACT COMPLIANCE OFFICER

DEPARTMENT NAME: Real Estate Department

DEPARTMENT NO: 14 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 a.m.-5:00 p.m.

Temporary:

Duration: \_\_\_\_\_ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Monitor, evaluate and enforce all business site lease terms and conditions through collections, obtaining insurance proceeds, enforcing the Bond and processing business lease terminations and/or suit; prepare scheduled reports, issue timely notice to Lessees; prepare compliance reports and coordinate with DED Regional Business Development Offices; ensure certified Chapters who are authorized to approve business leases comply with their management plans; provide technical assistance to tribal programs and other entities on program related codes, laws, regulations, permits and fees; conduct field inspections to monitor compliance and follows up on corrective action for non-compliance issues; consult with a variety of technical and/or professional specialists to obtain information; collects and analyzes information, data, reports and records, makes data, information available to attorneys for use in contract dispute inquiry/Office of Hearings and Appeals; assist in and/or prepares oral presentations and required reports to interested individuals, local Chapters or entities; and a resource person regarding Business Site Lease interpretations.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business or a closely related field;

**Experience:**

and Four (04) years job related experience; or an equivalent combination of education, training and experience which will provide the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge and application of Navajo Nation Code, state and federal statutes, rules, regulations, policies, procedures, and governing program; knowledge of procurement and contracting policies and methods; skillful in interpreting labor laws, rules, and regulations; skill in research, preparing complex technical reports, writing, and executive summary.

**License/Certification Requirements:**

PREFERRED: Valid State Driver License /Tribal Vehicle Permit

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*