

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07218184 DATE POSTED: 07/05/19
POSITION NO: 947145 CLOSING DATE: OUF
POSITION TITLE: Contract Analyst
DEPARTMENT NAME / WORKSITE: NDOH/DBMHS/Navajo Regional Behavioral Health Authority/Window Rock, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR63A
WORK HOURS: 80 PART TIME: NO. OF HRS./WK.: _____ \$ 38,188.80 PER ANNUM
SENSITIVE: SEASONAL: DURATION: \$ 18.36 PER HOUR
NON-SENSITIVE: TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Initiates provider agreements and requests for proposals for the Navajo Regional Behavioral Health Authority (RBHA) based on the Intergovernmental Agreement and DBMHS/RBHA scope of work, complexity, monetary value; develops provider agreement packages and evaluation tools; seeks service providers; assists in the preparation and implementation of contracts and associated budgets; provides technical assistance to Navajo Nation staff, service providers on contracting and related financial issues; reviews, monitors financial documents; reviews scope of work on selected contracts, grant, subcontracts for compliance with regulations and requirements.

Monitors performance for compliance with contract, grant and/or subcontract; monitors and coordinates actions taken on agreements between the Navajo Nation and contractors, subcontractors and grantors; prepares correspondence and reports; ensures that contracts are negotiated and finalized prior to start date; maintains electronic and hard copy files on all assigned contracts; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises divisions, departments, programs of any problems or necessary corrective action associated with contracts.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

An Associate's degree in Business Administration or closely related field; and two (2) years of contract and/or grant administration experience; **OR** A Bachelor's degree in Accounting or Finance.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

<<A favorable background investigation is required>>

(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 generally accepted grant, contract administration principles, procedures and practices; knowledge of accounting transaction practices, procedures related to tribal, federal, state, local laws and regulations; knowledge of procurement and contracting policies and methods; knowledge of budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment.

Skill in auditing technical records and reports for compliance and evaluative purposes; skill in operating personal computer and standard office software including word processing, databases and spreadsheet files; skill in gathering, consolidating, analyzing facts and drawing conclusions; skill in researching and preparing complex technical reports; skill in effectively and clearly communicating complex technical concepts, orally and in writing; skill in establishing and maintaining 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.