

THE NAVAJO NATION
Department of Personnel Management
Job Vacancy Announcement

Requisition No.:	<u>DCD0922134</u>	Date Posted:	<u>07/06/10</u>
Position No.:	<u>241726</u>	Closing Date:	<u>07/19/10</u>
Class Code:	<u>2020</u>		
Position Title:	<u>Contract Compliance Officer</u>		
Department Name:	<u>Community Housing & Infrastructure Department</u>		
Department No:	<u>92</u>	Worksite:	<u>Window Rock, AZ</u>
Work Days/Hours		Grade:	<u>N640A</u>
Days: <u>M-F</u>	Position Type:	SALARY:	
Hours: <u>8:00-5:00</u>	Permanent: <input checked="" type="checkbox"/>	<u>\$36,753.60</u>	Per Annum
	Temporary: <input type="checkbox"/>	<u>\$17.67</u>	Per Hour
	Part-Time: <input type="checkbox"/>		

Duties & Responsibilities:

Under the general supervision, performs work of considerable difficulty in examining, investigating, assessing, evaluating contractual agreements and program performances to ensure compliance with the terms and conditions of contracts, established rules and regulations: policy performs work as assigned. To be consistent with the new plan of operations.

Tasks:

Evaluates bids and verify each bid amount; Review the terms and condition of contracts for compliance; Monitor Procurement Process to ensure compliance with the Navajo Nation, Federal, State and County Regulation, Procedures, and Policies; Prepares and follow-ups on the corrective action plan and offers recommendation; ensures all compliances. Serves as technical assistance to local communities and chapters by making presentation and attends relevant meetings. Researches and collects information to resolve program disputes and issues related to contract terms and completion. Prepares and presents oral reports to committees on a periodic basis. If disputes issues arises coordinates with assigned attorney for timely resolution.

Monitors and assists in financial budgeting, planning, and construction schedules for compliances. Performs assessment of program and internal controls to ensure all Federal requirements are addressed. Develop policies and ensure all policies are followed through for internal controls. Ensures all reports are submitted in a timely basis to the funding sources. Conduct program assessment, identify issues of concerns, problem areas; prepares assessment reports, and offer recommendation and corrective action plan.

Reviews contracts, reports, records, public documents and other records to ensure compliance with Navajo Nation, State, Federal laws, standards and policies; conducts field inspections to monitor compliance and follows up on corrective action for non-compliance issues. Consults 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 hearings; assists in and/or prepares budgets for assigned programs, contracts; prepares oral presentations and required reports.

Knowledge, Skills and Other Characteristics:

Knowledge and application of the Navajo Tribal Code, State, Federal Laws, and regulations that governing program.

Knowledge of procurement contracting policies and methods.

Knowledge of business practices, general fund and cost accounting principles and practices.

Knowledge of generally accepted office procedures, equipment, including computers, financial/office application software.

Skill in interpreting labor laws, rules and regulations.

Skill in operating computer, standard office software including word processing, databases and spreadsheet files.

Skill in gathering, consolidating, analyzing facts and drawing conclusions.

Skill in research and preparing complex technical reports.

Physical Requirements and Work Environment: Office Environment with Field investigation.

Minimum Qualification and Requirements: A Bachelor's degree in Business or a closely related field; and four (4) years job related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Requirements: Depending upon the needs of the Nation, incumbents of the class may be required to demonstrate fluency in both the Navajo and English Languages as a condition of employment.

VETERANS' PREFERENCE APPLIES

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

REVISED: 01-15-99