THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0527990**	Date Posted:	**07/15/13**
POSITION NO:	269986	Closing Date:	**07/26/13**
CLASS CODE:	2017		
POSITION TITLE:	Senior Contract Analyst		
DEPARTMENT NAME:	DNR/Water Resources - Water Management Branch		
DEPARTMENT NO:	52	WORKSITE LOCATION:	Fort Defiance, AZ

WORKS DAYS/HOURS:
Days: Mon.-Fri
Hours: 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐
Duration:
No. of Hrs/Wk: 40

GRADE: R65A
SALARY:
$ 41,516.80 Per Annum
$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:
Prepares and processes agreements and amendments on behalf of the Navajo Nation for contracts, grants, and subcontracts; reviews and ranks proposals for services; reviews and monitors financial documents researching any problems; provide technical assistance to program staff and contractor; reviews scope of work on a variety of contracts, grants, and subcontracts for compliance with the contract, grant, and/or subcontract. Monitors and coordinates actions taken on agreements between the Navajo Nation contractors and/or grantors; prepares related correspondence, and reports; participates in contract negotiations; monitors expenditures reports, prepares invoices for payment, notifies, and advises Division, Departments, and programs of any problems and necessary corrective action; facilitates closeouts of grants/contracts; oversees and facilitates requests to renew, modify, amend, extend or terminate contracts, grants, and subcontracts; reviews and responds to affiliated correspondence, audit, financial and other contractual reports.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Business Administration or closely related field; and

Experience:
three (3) years of contract and/or grant administration experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropritae documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:
Knowledged in grant and contract administration principles, procedures, accounting transaction and procedures; knowledge of contracting policies and methods; budget practices, genearl fund and accounting principles; must be computer literate.

License/Certification Requirements:
Applicant must possess a Valid State Driver's License and ability to obtain a Navajo Nation Operator's Permit within 90 days 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: 1-15-99***