

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10114127
POSITION NO: 241939
POSITION TITLE: _____

DATE POSTED: 07/24/17
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Navajo DOT-Executive - Tse Bonito, NM
WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME: GRADE/STEP: AB65A
WORK HOURS: 8:00 AM TO 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 21.18 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Monitors and evaluates contracts, grants, and subcontracts in accordance to the Navajo Nation Procurement process, guidelines, policies and methods. Ensures compliance with federal, state and tribal laws and regulations. Provides technical assistance to division, department, vendors and staff in areas of grant and contract administration, principles, procedures and practices. Ensure that prime and sub-contractors are in compliance with contract scope of work, comply with reporting systems, and that fiduciary propriety is maintained at all times. The majority of work will entail thorough knowledge of Federal Highway Administration, Federal Aviation Administration, and Navajo Nation Fuel Excise Tax Program. Audit technical reports, collects and analyze information, data, and records to ensure propriety. Prepare contracts, grants, and sub-contracts entered into by the division according to appropriate federal, state and tribal laws. Prepares and follows through with agreements requiring appropriate Navajo Nation oversight committee's approval. Compile budget, scope of work, and other required documentation. Maintain records management system that is efficient and effective in maintaining grants, contracts agreement, etc. Monitors financial aspects of contracts/grants/etc. Attend meetings, present information in oral/written form before Navajo Nation Departments/Division, oversight committee, contractors, chapters, funding source personnel with New Mexico, Arizona, Utah and counties. Prepares a variety of technical and administrative reports. Identifies, addresses and recommends resolutions of specific concerns relating to quality standards and obligated services. Prepares necessary documents for services agreements, memorandum coordinates resources within program and ensure funds are available for services are provided within the specific term.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Finance or Management; and two (2) years of contract or grant administration 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 of procurement, contracting policies and methods. Knowledge of budget practices, cost accounting principles and practices. Knowledge of accounting transaction practices and procedures and related tribal, federal, state, and local laws and regulations. Skills in auditing technical records and reports for compliance and evaluative purposes. Skills in researching, preparing complex technical reports. Skills in preparing contractual agreements which meets all parties terms and conditions. Skills in establishing and maintaining effective working relationship with other employees and the public.

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