

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12224361

DATE POSTED: 07/25/22

POSITION NO: 245089

CLOSING DATE: 08/26/2022 by 5pm

POSITION TITLE: Contract Compliance Officer

DEPARTMENT NAME / WORKSITE: DNR / General Land Development Department - FRF/St. Michaels, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ64A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.66 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Responsible for administering and enforcement of compliance functions and activates pursuant to the Navajo Nation General Leasing Regulations and all applicable Navajo Nation, federal and state laws and regulations; review technical, legal and financial data, and reports for purposes of issuing, negotiating, or terminating school, health center, ground leases; coordinate with businesses, associates, superiors, attorneys, financial managers and elected officials in addressing technical, legal and financial matters, and work to resolve matters efficiently and effectively; monitor leases, ensure insurance are up to date, rental fees are paid, and security bonds are in place; conduct field inspections to monitor compliance, follow up on corrective action for non-compliance issues, prepare scheduled and compliance reports, issue timely notice to lessees; coordinate with the General Land Development Department / Navajo Land Department on non-compliance issues regarding lease / permit terminations and / or suit; conduct and prepare technical research and report of narrative and technical resources, such as, digital mapping systems, data bases, engineering surveys, legal descriptions, etc.; prepare report of narrative and technical content for use by resource person regarding interpretation of permitting / leasing terms and conditions; maintain ethical, objective and professional demeanor to permitting / leasing records, files, reports and data at all times.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience; or an equivalent combination of education and experience.

Special Requirements:

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

(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 application of Navajo Nation Code, State, Federal Laws and regulations governing programs; procurement and contracting policies, methods and business practices; general fund and cost accounting principles and practices; generally accepted office procedures, equipment, including computers, financial / office application software. Skilled in interpreting labor laws, rules and regulations; operating computer, standard office software including word processing, database and spreadsheet files; research, gathering, consolidating, analyzing facts and drawing conclusions; research and preparing complex technical reports. Ability to effectively and clearly communicate, orally and written; establish and maintain effective working relationships. Navajo Speaking individual preferred (or at least able to understand Navajo)

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