

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOT1022241  
POSITION NO: 241940  
CLASS CODE: 2016

Date Posted: 08/02/10  
Closing Date: 08/16/10

POSITION TITLE: Principal Contract Analyst  
DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 102 WORKSITE LOCATION: Fort Defiance, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N670A

Days: Monday-Friday

Permanent:

SALARY

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: N/A \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Division Director. The primary duties include writing contracts, Memorandums of Agreement (MOA), Memorandum of Understanding (MOU) and Intergovernmental Agreements (IGA) on behalf of the Navajo Nation Division of Transportation. Services as a liaison with Federal, State, and County Governments and other Navajo Nation Programs and entities on all on going contracts and grants. Monitors current contracts and grant agreements to ensure the terms and conditions and regulations are met.

Analyzes and interprets rules, policies and procedures for all contracts/grants. Initiates and collaborates with independent auditors on current and previous audit findings and provides recommendations, prepares corrective action plan to resolve current and outstanding audit findings. Prepares and monitors contract modification where necessary for change in the term of contract, contract budget, change orders and any other modification where needed to ensure the project is completed. Conduct final review of completed contracts, ensures all correspondence are in place prior to closing the project making adjustments where needed. Ensures proper disposition of property and closeout of contract and grants and prepares final close out report.

Initiate and collaborates project bids/proposals, scope of work and award; collaborates with Navajo Nation finance offices in bid opening, negotiation provide guidance and recommendation on contracts, grant agreements and base budget amount and selection criteria listed in the RFP. Tracks all Division internal/external contracts, grants, etc. through Navajo Nation SAS process. Prepare finance reports and coordinate with other departments to ensure contract payment are processed. Prepare budget and monitor expenditures for all Division of Transportation contracts/grants, etc.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business Administration or closely related field; and

**Experience:**

five (5) years of contract/grant administration experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses and certifications.

*(To receive full credit for education/training, applicant must submit copies of transcripts, diploma, degree, certificates, etc.)*

**Special Knowledge, Skills and Abilities:**

Special Training in PL 93-638 training, OMB circulars training, Contract Administration, Grants Administration and Financial Management, Accounting and Finance procedures, Construction Contract Administration, Disadvantage business enterprise program training.

**License/Certification Requirements:**

Valid state driver's license, *preferred*.

**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**