

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

REQUISITION NO: <u>DNR12621552</u>	DATE POSTED: <u>08/10/21</u>		
POSITION NO: <u>244773</u>	CLOSING DATE: <u>Open Until Filled</u>		
POSITION TITLE: _____	Contract Compliance Officer		
DEPARTMENT NAME / WORKSITE: _____	Department of Fish and Wildlife/Window Rock, AZ		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ64A</u>	
WORK HOURS: <u>8 A.M. - 5 P.M.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>43,910.64</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>21.03</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

**DUTIES AND RESPONSIBILITIES:**

Position is primarily responsible for administering Apicultural Resource Management Plan contract with the Bureau of Indian Affairs and associated sub-contracts. Monitors and evaluates contracts, reports, records, public documents and other records to ensure compliance with program-associated Navajo Nation, state and federal laws, standards and policies; provides technical assistance to private, tribal, state and federal entities on program-related codes, laws, regulations, permits and fees; 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, data, reports and records; makes data, information available to attorneys for use in contract dispute hearings; assists in and/or prepares and monitors budgets for assigned programs, contracts; prepares oral presentations and required reports.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- A favorable background investigation.
- Must 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 and application of Navajo Tribal Code, state, federal laws, regulations governing program. Knowledge of procurement and 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 spreadsheets. Skill in gathering, consolidating, analyzing facts and drawing conclusions. Skill in research and preparing complex technical reports. Skill in effectively, and clearly communicating complex technical concepts, orally and in writing. Skill in establishing and maintaining effective working relationships.

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