

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0436890

Date Posted: 08/13/12

POSITION NO: 241216

Closing Date: 08/27/12

CLASS CODE: 2020

POSITION TITLE: Contract Compliance Officer

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 43 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: M - F

Permanent:

SALARY:

Hours: 8 am to 5 pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform work with responsibilities for developing, implementing, monitoring, and amendments of all department's internal and external contracts, agreements, MOUs, MOAs and other legal commitments of the Navajo Nation on behalf of the department; ensure contractual compliance with existing Navajo Nation laws, policies, procedures, regulations and guidelines; develop internal policy, procedures and guidelines for contracts, MOUs, MOAs, and other legal commitments; initiates Request for Proposals (RFP) for work required by funding sources which are of significant scopes, complexity, monetary values; participates in bid openings, negotiations, selection and closures of contracts; assists with notice packages; collaborates with internal and external agencies ensuring full implementation of contracts, agreements and associated budgets; develop evaluation tools; conduct field inspections, follow up on corrective action measures; collaborates with the department's accounting section and the Navajo Nation contract accounting to monitor and evaluate fiscal status of the projects.

Develops, implements and monitors document tracking and filing system ensuring timely processing of all contracts and agreements; provide technical assistance and guidance to programs, projects, services and activities for full implementation and completion of projects; provide training and orientation to field and administrative staff on contracts; develops and maintain a tracking and filing system of all contracts and agreements; provides reports and statistical data and information as needed and on a weekly, monthly, quarterly and annual basis; consults with the department manager on all contractual activities; attends meetings at the local, state and national level as applicable to contracts, grants and other administrative matters, and; may be delegated to act in the capacity of the department director, as necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Business, Public Administration, Accounting, or other closely related fields; and

Experience:

Four (04) years job related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties.

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

Special Knowledge, Skills and Abilities:

Ability to plan, accept assignments, accept and follow instructions and direction of supervisor; writing skills; independent work habits with acceptable level of judgment; positive working relationships with internal and external agencies; speak Navajo fluently. May required background check and other required clearances.

License/Certification Requirements:

Valid state driver's license; Navajo Nation Vehicle Operator's Permit within 90 days of employment; food handler's permit; CPR and Life Savers Certification, **all 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