THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR08212352**	DATE POSTED:	**08/16/16**
POSITION NO:	**936557**	CLOSING DATE:	**OUF**
POSITION TITLE:	**CONTRACT ANALYST**		
DEPARTMENT NAME / WORKSITE:	**DHR/Navajo Department of Workforce Development, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Job duties for position are considered technical as an agreements administrator and responsible for procurement processing. Post request for proposals, receive proposals, evaluate proposals and recommends selections of service and training providers. Negotiates program agreements for Department. Prepare and process training agreements for required signature review process. Conduct required follow-up meetings, collect invoices and process payments for all agreements. Implement required agreement modifications as needed. Coordinate and prepare required CRT quarterly reconciliation reports. Implement needed orientations for department staff, training providers and employers. Formulates policies and procedures in accordance with assigned responsibilities and oversight.

Develops agreements for the Department in consultation with partners and Department Supervisors. Maintain organized NDWD grant and agreement records. Assists monitoring and audit reviews. Develop tracking spreadsheets for all CRT participant expenditures and training providers. Serve as internal quality-assurance processing unit for all CRT and Basic Education participant payments. Attend department meetings, prepare monthly progress reports, weekly itineraries, and travel requests including monthly online expense and CRT payments reconciliations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration or closely related field; and one (1) year of contract and/or grant administration experience.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- 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 generally accepted grant, contract administration principles, procedures and practices. Knowledge of procurement and contracting policies and methods. Must be familiar with Navajo Nation procurement policies and federal grants management. Must have public relation and contact negotiation skills. Must be computer literate.

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