

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0726947
POSITION NO: 947145
CLASS CODE: 2018

Date Posted: 08/27/12
Closing Date: 09/10/12

POSITION TITLE: CONTRACT ANALYST
DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R63A

Days: Monday - Friday

Hours: 80 hrs.

Permanent:

Temporary:

Part-Time:

Duration: _____ \$ 34,944.00 Per Annum

No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Initiates requests for proposals (RFP) for work required by the Nation or by a program of significant scope, complexity, monetary value; develops RFP notices, packages and evaluation tools; seeks service providers; assists in the preparation and implementation of contracts and associated budgets; provides technical assistance to Navajo Nation staff, service providers on contracting and related financial issues; reviews, monitors financial documents; reviews scope of work on selected contracts, grant, subcontracts for compliance with regulations and requirements.

Monitors performance for compliance with contract, grant and/or subcontract; monitors and coordinates actions taken on agreements between the Navajo Nation and contractors, subcontractors and grantors; prepares correspondence and reports; ensures that contracts are negotiated and finalized prior to start date; maintains electronic and hard copy files on all assigned contracts; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises divisions, departments, programs of any problems or necessary corrective action associated with contracts.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.

Experience:

one (1) year of contract and/or grant administration experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted grant, contract administration principles, procedures and practices; knowledge of accounting transaction practices, procedures related to tribal, federal, state, local laws and regulations; knowledge of procurement and contracting policies and methods; knowledge of budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment.

Skill in auditing technical records and reports for compliance and evaluative purposes; skill in operating personal computer and standard office software including word processing, databases and spreadsheet files; skill in gathering, consolidating, analyzing facts and drawing conclusions; skill in researching 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.

License/Certification Requirements:

Some positions may require specific licenses or certifications.

VETERANS' PREFERENCE APPLIES

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