

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

REQUISITION NO: DHR08218554

DATE POSTED: 08/28/19

POSITION NO: 936557

CLOSING DATE: 09/11/2019 5:00pm

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: AR63A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 38,188.80 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.36 PER HOUR

NON-SENSITIVE  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:**

- An Associate's degree in Business Administration or closely related field; and two (2) years of contract and/or grant administration experience.

**-OR-**

- A Bachelor's degree in Accounting or Finance.

**Special Requirements:**

- 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:**

Must be a people person and enjoy working with people of all ages. Must know counseling techniques, career decision-making, organization of case records, and be knowledgeable of current NDWD assessment and testing requirements. Must be computer literate. Knowledge of NDWD, WIOA and NEW Program requirements. Must be able to conduct workshops.

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