

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04418696 DATE POSTED: 10/01/19
POSITION NO: 236213 CLOSING DATE: OUF
POSITION TITLE: Contract Compliance Officer

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Dine Education / Chinle, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BC64A
WORK HOURS: 40 PART TIME: NO. OF HRS./WK.: _____ \$ 42,473.60 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 20.42 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Coordinates day to day work examining, investigating and evaluating contractual agreements to ensure compliance with Individuals with Disabilities Act (IDEA) Part C and B, Tribal Maternal and Infant Early Childhood Home Visiting (MIECHV). This includes sub-recipient monitoring of schools for compliance. Provides onsite monitoring and evaluation of contracts, reports, and other documents to ensure sub contractual agreement compliance for programs/schools associated with Navajo Nation, state, federal laws, standards, regulations and policies regarding budget expenditures, scope of work and deliverables outlined in each contractual agreement. Organizes, meets with federal and state representatives and makes administrative decisions that significantly impact program, including personnel, budget, procurement and similar administrative responsibilities which support overall program operations, goals and activities. Consults with a variety of technical and/or professional specialists to obtain information; collects and analyzes information data, reports, records; makes data, information available to program supervisor/director to use in addressing slippage and corrective action of non-compliance areas. Develops evaluation methods and monitoring tools to review subcontractor/school compliance with terms and conditions. Evaluation and monitoring methods should include quantitative measures for measuring outcomes and progress in meeting the scope of work and terms and conditions of the sub contractual agreements. Develops and administers evaluation management methods for each program to measure program progress and program impact. Evaluation plans incorporate indicators and program measures that are reported to the funding agency including activities, timelines and staff responsibilities. Develops program policies and procedures for projects funded to include the necessary requirements for each funding agency. Monitors and documents sub-recipient submit for reimbursement. Works with each school (sub-recipient) in meeting their scope of services contained in their sub contractual agreement. Assures that reports and reimbursement documents are submitted monthly/quarterly according to the terms and conditions. Issues corrective action as necessary. Prepares monthly, quarterly and annual reports for submittal to program manager, Department Director, OPVP. Assists with budget preparation and budget forecasts.

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:

- Possess a valid state driver's license.
- A favorable background investigation.

(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 spreadsheet files. 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.