

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOH07221901	DATE POSTED:	10/06/21
POSITION NO:	949060	CLOSING DATE:	11/02/2021 by 5pm
POSITION TITLE:	Senior Contract Analyst (S)		
DEPARTMENT NAME / WORKSITE:	NDOH/Division of Behavioral and Mental Health Services/Window Rock, AZ		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: BQ65A
WORK HOURS:	40 hrs/week	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ 49,318.56 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ 23.62 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Prepares and processes agreements and amendments on behalf of the Navajo Nation for contracts, grants and subcontracts; reviews and ranks proposals for services; reviews and monitors financial documents researching any problems; provide technical assistance to program staff and contractor; reviews scope of work on a variety of contracts, grants, subcontracts for compliance with applicable regulations and requirements; monitors performance for compliance with the contract, grant and/or subcontract.

Monitors and coordinates actions taken on agreements between the Navajo Nation contractors and/or grantors; prepares related correspondence, and reports; participates in contract negotiations; monitors expenditure reports, prepares invoices for payment, notifies and advises Division, Department and Service Areas of any problems and necessary corrective action; facilitates closeouts of grants/contracts; oversees and facilitates requests to renew, modify, amend, extend or terminate contracts, grants and subcontracts; reviews and responds to affiliated correspondence, audit, financial and other contractual reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Business Administration, Finance or Management; and two (2) years of contract or grant administration 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 of generally accepted grant and contract administration principles, procedures, practices; knowledge of accounting transaction practices and procedures and related tribal, federal, state and local laws and regulations; knowledge of procurement, contracting policies and methods; knowledge of budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment including computers, financial/office application software.

Skill in auditing technical records and reports for compliance and evaluative purposes; skill in applying judgment in the release of confidential information; skill in operating a 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, 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 with other employees and the public.

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