

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15312648
POSITION NO: 941452
POSITION TITLE: _____

DATE POSTED: 10/10/16
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Department of Family Services / Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME:	GRADE/STEP: <u>AB63A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: NO. OF HRS./WK.: _____	\$ <u>37,065.60</u> PER ANNUM
	SEASONAL: DURATION : _____	\$ <u>17.82</u> PER HOUR
	TEMPORARY: _____	

DUTIES AND RESPONSIBILITIES:

On an annual basis, conducts complex monitoring and evaluation of all Department of Family Services tribal, state and federally funded contracts and grants, programs, vendors and subcontracts in the areas of administrative and direct services outlined in the agreement, inclusive of the scope of work, budgets, terms and conditions, assurances of contract compliance, tribal financial, management and programmatic policies and procedures. On a monthly basis, will identify, schedule and conduct program review of all NDSS Regional AZ, NM and UT Title XX activities to ensure compliance with the Tribal Plan in the areas of administrative and direct services. Will identify, schedule, initiate, and implement contracts and grants for services required by the Navajo Nation, which will entail reviewing, orientation, obtaining approval through the SAS 164 Review process in a timely manner.

Responds to audit reports and prepares administrative program evaluation findings, which indicate non-compliance and deficiency issues for each contract, grant or subcontract based on program requirements and regulations, terms and condition. Request corrective action plans on non-compliance and deficiencies from programs which are determined to have program findings and conducts follow up and coordinate with the evaluated programs, vendors and subcontractors on the progress of the corrective action plans to ensure compliance with the contractual and grant requirements, policies, terms and conditions. Submit evaluation reports for the Department Director's review and approval and forward to the NDSS Executive Director's review and signature approval and send the formal reports to the evaluated programs.

Participates in Department Contract Compliance Review Team work sessions on contract and grant programmatic, administrative and direct services reviews, evaluation recommendations and strategies, and participates in the weekly department meetings.

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 is required. ***(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 grants, contract administration principles, procedures and practices, accounting transaction practices, procedures related tribal, federal, state, local laws and regulations, procurement and contracting policies and methods, budget practices, general fund and cost accounting principles and practices, generally accepted office procedures and equipment including computers, financial/office application software. Skills in auditing technical records and reports for compliance and evaluative purposes, applies judgment in the release of confidential information, operates personal computer and standard office software including word processing, databases and spreadsheet files, gathers, consolidates, analyzes facts and drawing conclusions, researches and prepares complex technical reports, effectively and clearly communicates complex technical concepts - orally and in writing, and establishes and maintains effective working relationship.

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