

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:A2: DSS05616386

DATE POSTED: 10/10/18

POSITION NO: 242197

CLOSING DATE: 10/23/18

POSITION TITLE: Contract Analyst

DEPARTMENT NAME / WORKSITE: Division of Social Services Executive Administration / Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AR63

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:

Under the general direction and supervision of the Senior Programs & Projects Specialist, coordinates a variety of activities for the Contract Compliance Section. Monitor and evaluate over 150 contracts, grants, and subcontracts that involve trial, federal and state funding. Research programs requirements, laws, and regulations, the terms and conditions of each term and conditions of each prime grant and scope of work. Develop a monitoring and evaluation tool/instruments on an annual basis. Collaborate with programs in retrieving of files, documents, including traveling to NDSS contracts, grants, and subcontracts, vendors, mortuaries and services providers. Establishes files and records of all reports finding, including preparation of correspondence. Reviews and monitors random files, documents, and records of each program who received allocations. Analyzes and assist with recommendations to programs that need guidance in remaining in compliance with the award. Monitor all programs that received an allocation. Assist in preparing necessary reports relative to the award. Prepare and finalize the program monitoring and evaluation reports that identify questioned findings followed with recommended corrective action. May attend supervisor meeting, staff meeting. ; Assist with and coordinate, organize and schedule of meetings, conference, work session. Assist with and prepare agendas, meeting materials and handouts; and performs special assignments as required. Performs any other duties as assigned.

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.
- 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:

Skill in communicating orally and in writing Ability to write report

Communication skill in Navajo and English

Skill in operating a personal computer utilizing a variety of software applications

Skill in establishing and maintaining an effective and cooperative working relationship with others

Ability to maintain confidentiality in regard to consumer information

Skill in operating business/personal computer and other office equipment

Skill in conducting resources and services research

Knowledge of applicable Navajo Nation, state and federal statutes, rules, administrative order, policies and procedures as related to Division of Social Services.

Knowledge of Navajo Nation resources and services

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