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

REQUISITION NO: **DHR0822468** | Date Posted: **10/11/10**

POSITION NO: **932191** | Closing Date: **10/22/10**

CLASS CODE: **2016**

POSITION TITLE: **PRINCIPAL CONTRACT ANALYST**

DEPARTMENT NAME: **Navajo Department of Workforce Development**

DEPARTMENT NO: **82** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8am to 5pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration: **Full-Time**
No. of Hrs/Wk: **40**

GRADE: **N67A**

SALARY:
$ **47,361.60** Per Annum
$ **22.77** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Writes grant applications, proposals and prepares all official correspondences to NDWD funding sources. Submits required documents online as needed. Conduct follow-ups with funding sources to ensure all proposals and grant documents are processed on time. Initiates grant modifications as needed. Writes all program guidelines and internal instructions to implement approved grants. Prepares program data sheets and prepares budgets for funding allocations. Conducts orientations for NDWD employees to implement budgets and program guidelines. Assists with preparation of Navajo Nation budget forms and reports to Navajo Nation departments and Divisions. Monitors all NDWD grants and conducts compliance reviews with all field offices. Implements grant close-outs for all funding sources. Develops policies and procedures, and provides orientations to employees, oversight committee, and training providers. Implements supervisory job duties for the Planning & Marketing Unit. Implements compliance with NDWD and Navajo Nation policies and procedures. Implements unit's work activities and conducts staff meetings. Conducts annual evaluations of assigned employees.

Assists with audit and monitoring reviews. Develops and implements corrective action plans for all funding sources. Provides technical assistance for implementation of policies, procedures, rules and regulations, and grant mandates. Conducts needed presentations. Formulates written correspondences, trip reports and progress reports. Performs technical work in an advisement capacity to the Department Manager.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's degree in business administration, public administration or related field, and

**Experience:**

five (5) years of contract/grant administration experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Must be people-oriented and have good management and leadership skills. Must be knowledgeable of federal or state employment and training programs, and Navajo Nation requirements. Must have good verbal and written communication skills; and be computer literate using current applications.

**License/Certification Requirements:**

***PREFERRED:*** Valid State Driver's License; must obtain Navajo Nation Motor Vehicle Operator's permit.

***VETERANS' PREFERENCE APPLIES***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.*** ***Revised: 1-15-99***