

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0828253

Date Posted: 10/22/13

POSITION NO: 936557

Closing Date: 11/04/13

CLASS CODE: 2018

POSITION TITLE: CONTRACT ANALYST

DEPARTMENT NAME: Navajo Department of Workforce Development

DEPARTMENT NO: 82 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y63A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8AM to 5PM

Temporary:

Duration: Full-Time \$ 35,984.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.30 Per Hour

DUTIES AND RESPONSIBILITIES:

Job duties for position are considered technical as an agreements administrator and responsible for procurement processing. Post request for proposals, receive proposals, evaluate proposals and recommends selections of service and training providers. Negotiates program agreements for Department. Prepare and process training agreements for required signature review process. Conduct required follow-up meetings, collect invoices and process payments for all agreements. Implement required agreement modifications as needed. Coordinate and prepare required CRT quarterly reconciliation reports. Implement needed orientations for department staff, training providers and employers. Formulate policies and procedures in accordance with assigned responsibilities and oversight. Develop agreements for the Department in consultation with partners and Department Supervisors. Maintain organized NDWD grant and agreement records. Assists monitoring and audit reviews.

Develop tracking spreadsheets for all CRT participant expenditures and training providers. Serve as internal quality-assurance processing unit for all CRT and Basic Education participant payments. Attend department meetings, prepare monthly progress reports, weekly itineraries, and travel requests including monthly online expense and CRT payments reconciliations.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

Bachelor's degree in Business Administration or closely related field; and
One (1) year of contract and/or 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, certification or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted grant, contract administration principles, procedures and practices. Knowledge of procurement and contracting policies and methods. Must be familiar with Navajo Nation procurement policies and federal grants management. Must have public relation and contract negotiation skills. Must be computer literate.

License/Certification Requirements:

PREFERRED: Valid State Driver's License; must obtain Navajo Nation Motor Vehicle Operator's permit. Must be able to travel. Will be required to complete training for use of Navajo Nation FMIS and Purchase Card if approved.

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