

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0824275
POSITION NO: 936557
CLASS CODE: 2018

Date Posted: 11/07/11
Closing Date: 11/21/11

POSITION TITLE: CONTRACT ANALYST
DEPARTMENT NAME: DHR/Navajo Department of Workforce Development
DEPARTMENT NO: 82 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A
Days: Monday-Friday Permanent:
Hours: 8AM to 5PM Temporary: Duration: _____ \$ 34,944.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 16.80 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 (RFP) every quarter for Classroom Training, receive proposals, evaluate proposals and schedule meetings with selected training providers. Process training agreements for signature process and implement official agreements with notice to Workforce Centers. Perform follow-up services for all agreements. Conduct required meetings, collect invoices and process payments for MOAs. Implement required agreement modifications as needed. Prepare required quarterly reconciliation reports. Implement needed onsite orientations for department staff and training providers. Assist with implementation policies and procedures to ensure compliance. Develop agreements for the Department in consultation with partners and Department Supervisors. Prepares and process all documents for 164 review process. Maintains grant and agreement records. Assists with monitoring and audit reviews.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Business Administration or closely related field; and

Experience:

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/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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:

Must possess a Valid State Driver's License and obtain a NN Tribal Permit within 90days of employment. Must be able to travel.

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