

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

Requisition No: OMB0164317

Date Posted: 11/21/11

POSITION NO: 242495

Closing Date: 12/06/11

CLASS CODE: 2017

POSITION TITLE: Senior Contract Analyst

DEPARTMENT NAME: Contracts and Grants Section, Office of Management and Budget

DEPARTMENT NO: 16 WORKSITE LOCATION: Administration Building #1, Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: MON - FRI

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ \$41,516.80 Per Annum\*

Part-Time:

No. of Hrs/Wk: 40 \$ \$19.96 Per Hour

\*Position is budgeted/approved for 11 months in FY 12: 11/01/11 to 09/21/12.

**DUTIES AND RESPONSIBILITIES:**

Review and advise Navajo Nation Programs on applicable Navajo Nation and funding agency rules and regulation on funding contracts and grants. These are as it applies to processing funding application and funding award and executing funding contract/agreement and contract modification. The scope of work, budget and other contents of the funding documents must be accurate and complete. Monitor funding contract to ensure programs comply with reporting and required actions. Orientate programs on applicable rules/regs and provide technical assistance; Use Financial Management Information System (FMIS) to set up executed contracts, generate budget expenditure report & other reports on contracts/grants; prepare report on work performed & attend meetings on contracts.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business Administration or closely related field with budget, finance and accounting experience required. ***(to receive full credit for education and training applicant must submit transcripts, degrees and current certificates)***

**Experience:**

Three (3) years of experience in one or combined areas of contracts and grants administration; hands on experience working with Code of Federal Regulation (CFR), Office of Management and Budget (OMB) Circulars and related rules and regulations.

**Special Knowledge, Skills and Abilities:**

Familiar with P.L. 93-638 BIA and IHS Contracts and Annual Funding Agreements and OMB Circulars A-133 and 2 CFR 225 - Cost Principles; Negotiation techniques; proven analytical and verbal and written communication skills.

**License/Certification Requirements:**

Applicant must possess a valid state driver's license and obtain a NN Operators Permit within 90days of employment. Any training certificates applicable to the job. Must be computer literate and obtain FMIS certification.

**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*