THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0729691**	DATE POSTED:	12/22/14
POSITION NO:	947145	CLOSING DATE:	01/08/15
POSITION TITLE:	**Contract Analyst**		
DEPARTMENT NAME / WORKSITE:	Department of Behavioral Health Services/Navajo Regional Behavioral Health Authority/Window Rock, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	80	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Initiates provider agreements and requests for proposals for the Navajo Regional Behavioral Health Authority (RBHA) based on the Intergovernmental Agreement and DBHS/RBHA scope of work, complexity, monetary value; develops provider agreement packages and evaluation tools; seeks service providers; assists in the preparation and implementation of contracts and associated budgets; provides technical assistance to Navajo Nation staff, service providers on contracting and related financial issues; reviews, monitors financial documents; reviews scope of work on selected contracts, grant, subcontracts for compliance with regulations and requirements.

Monitors performance for compliance with contract, grant and/or subcontract; monitors and coordinates actions taken on agreements between the Navajo Nation and contractors, subcontractors and grantors; prepares correspondence and reports; ensures that contracts are negotiated and finalized prior to start date; maintains electronic and hard copy files on all assigned contracts; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises divisions, departments, programs of any problems or necessary corrective action associated with contracts.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Business Administration or closely related field; and one (1) year of contract and/or grant administration experience.

Preferred Qualifications:

FMIS Certification
Proficient in Microsoft Office software or other applications.

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:

Knowledge of generally accepted grant, contract administration principles, procedures and practices; knowledge of accounting transaction practices, procedures related to tribal, federal, state, local laws and regulations; knowledge of procurement and contracting policies and methods; knowledge of budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment.

Skill in auditing technical records and reports for compliance and evaluative purposes; skill in operating personal computer and standard office software including word processing, databases and spreadsheet files; skill in gathering, consolidating, analyzing facts and drawing conclusions; skill in researching and preparing complex technical reports; skill in effectively and clearly communicating complex technical concepts, orally and in writing; skill in establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.