

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: OMB0167357
POSITION NO: 240990
CLASS CODE: 2017

Date Posted: 12/31/12
Closing Date: 01/14/13

POSITION TITLE: SENIOR CONTRACT ANALYST
DEPARTMENT NAME: Contracts and Grants Section, Office of Management and Budget
DEPARTMENT NO: 16 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: SALARY: \$ \$41,516.80 Per Annum*
Part-Time: No. of Hrs/Wk: 40 \$ \$19.96 Per Hour

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/regulations 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 in budget, finance and accounting experience required.

Experience:

three (3) years of experience in one or combined areas of contracts and/or grants administration experience.

PREFERRED: work with Code of Federal Regulation (CFR), Office of Management and Budget (OMB) Circulars and related rules and regulations.

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

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; computer literate.

License/Certification Requirements:

State driver's license, obtain certification to use FMIS, training certificates applicable to the job (**Preferred**)

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