

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0723221
POSITION NO: 949060
CLASS CODE: 2017

Date Posted: 06/06/11
Closing Date: 06/17/11

POSITION TITLE: SENIOR CONTRACT ANALYST
DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 80 hrs.

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Prepares and processes agreements and amendments on behalf of the Navajo Department of Behavioral Health Services for contracts, grants and subcontracts; reviews and ranks proposals for services; reviews and monitors financial documents researching any problems; provide technical assistance to program staff and contractor; reviews scope of work on a variety of contracts, grants and subcontracts for compliance with applicable regulations and requirements; monitors performance for compliance with the contract, grant and/or subcontract.

Monitors and coordinates actions taken on agreements between the Navajo Department of Behavioral Health Services contractors and/or grantors; prepares related correspondence, and reports; participates in contract negotiations; monitors expenditure reports, prepares invoices for payment, notifies and advises Divisions, Departments and programs of any problems and necessary corrective action; facilitates closeouts of grants/contracts; oversees and facilitates requests to renew, modify, amend, extend or terminate contracts, grants and subcontracts; reviews and responds to affiliated correspondence, audit, financial and other contractual reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

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

Experience:

three (3) years 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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted grant, contract administration principles, procedures and practices; knowledge of accounting transaction practices and procedures related to tribal, federal, state and 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 with other employees and the public.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.