

**NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
Job Vacancy Announcement**

REQUISITION NO: <u>DODE70112011</u>	DATE POSTED: <u>06/13/16</u>	
POSITION NO: <u>243760</u>	CLOSING DATE: <u>06/24/16</u>	
POSITION TITLE: <u>Principal Contract Analyst (S)</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo Head Start / Finance Section - Central Administration / Window Rock, AZ</u>		
WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AD67A</u>
WORK HOURS: <u>40 Hrs / Week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>54,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>26.25</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Provides technical assistance to the Nation, departments, divisions, agencies, contractors and other analysts in the preparation of contract/grant and subcontract applications; on behalf of the Navajo Nation, negotiates contracts/grants and subcontracts with involved parties and/or provides technical assistance at negotiation meetings in compliance with applicable regulations and requirements; conducts final technical document review prior to signature; prepares and tracks awards and post award actions; certifies that all associated activities and awards are accurate and in compliance with regulations and requirements. Monitors contracts and grants entered into by the Nation; ensures unique requirements are met and terms and conditions are adhered to; reviews and processes budget modifications, contract/grant and amendments; reviews reports for compliance with appropriate regulations and/or requirements; follows up on all audit findings, provides recommendations, coordination and follow up for corrective action; coordinates on going contracts/grant related activities with appropriate entities; analyzes and interprets rules, regulations, policies and procedures for application to programs; identifies and resolves associated problems; meets with involved parties to resolve program issues and concerns. Represents the Navajo Nation government on government on contract management matters in litigation and administrative appeals; serves as liaison with federal, state and local governments, assists with budget development according to established guidelines; analyzes and evaluates expenditures to ensure compliance with established budgets and applicable guidelines, rules and regulations; compiles and finalizes financial reports for internal/external sources; initiates and collaborates with others on independent audits, conducts a final review of completed contracts/grants and subcontracts making adjustments; ensures proper disposition of property and closeout of contract/grants; prepares appropriate reports; oversees and reviews the work of other analysis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration or closely related field; and four (4) years of contract/grant administration experience.

Special Requirements:

- Possess a valid state driver's license

(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 development and administration principles, procedures and practices; knowledge of accounting transaction practices and procedures and related Navajo Nation, federal, state, local laws and regulations; knowledge of business and industrial practices, market trend and conditions; 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, including computers, financial/office application software; skill in auditing technical records and reports for compliance and evaluative purposes; skill in operating a personal computer and standard office software; skill in researching and preparing complex technical reports; establishing and maintaining effective working relationships with others. • Prior to Employment, must obtain a Physical Evaluation & TB Skin Test

- ***A favorable background investigation (If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

Incumbent must abide by program standards of conduct.

SENSITIVE POSITION

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