

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0211898

Date Posted: 05/24/10

POSITION NO: 158391

Closing Date: OUF

CLASS CODE: 1965

POSITION TITLE: PROPOSAL WRITER

DEPARTMENT NAME: DPS/Administration

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N650A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform professional work involving grant writing, grant funding research, and analysis. Prepares grant applications for submission and presentation to various Oversight committees. Research and identify new grant sources that become available at the local, state, and federal level to develop grant opportunities and substantial projects/programs. Prepare and compile budget components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements. To service as a liaison between department/program managers, division director, Office of the Controller, Office of Management and Budget, and grant agencies in the budgeting, preparation, and approval of grant proposals by the appropriate deadlines. Design, format, and prepare grant documentations and to include computerized statistical summaries and/or graphics. Monitor grants for compliance with required regulations, rules, and laws set forth by the funding agencies' policy requirements. Advises and updates managers, director, and oversight committees on grant proposal status, grants awards, modifications or rescinds, and responds to inquires of the same. Network with administrative and management staff to ensure that grants are in compliance with regulatory, funding agency and policy requirements. Establish and maintain effective relations with other agencies and public officials. Create and distribute standard and special reports, studies, summaries, and analyses as required. Maintain and develop a specialized database and system for recording and tracking grant proposals, awards, contract information, and related statistical information of various grants at the federal, state, and local levels. Maintain currency of knowledge of grant funding policies, procedures, regulations, and procedures. Disseminate and/or present changes to departments/programs on the implementation of changes, and on the impact of changes on funded operations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Business Administration, Writing, Journalism, Statistical Research, Planning, or closely related field; and

Experience:

Four (4) years of experience in proposal writing, fund raising activities, statistical research or planning; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Knowledge of grant funding policies and procedures and applicable regulations; of community planning concepts, principles, techniques and practices; and of restricted fund accounting principles, procedures, and standards. Skill in analyzing and interpreting financial data and preparing financial reports, statements and/or projections; in the application of applicable organizational forms to concentrate resources on community development needs; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

PREFERRED: A valid State Driver's license and upon employment must obtain a Navajo Nation Vehicle Operator's Permit.

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