**THE NAVAJO NATION**
**Department of Personnel Management**
**JOB VACANCY ANNOUNCEMENT**

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| REQUISITION NO: | **DOT1019177** | DATE POSTED: | **09/02/14** |
| POSITION NO: | 241939 | CLOSING DATE: | **09/15/14** |
| POSITION TITLE: | **Contract Analyst** | | |
| DEPARTMENT NAME / WORKSITE: | **NDOT - Executive Office / Tse Bonito, NM** | | |

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|---|---|---|---|---|---|---|
| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | Y63A |
| WORK HOURS: | 8am-5pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 35,984.00 | PER ANNUM |
| | | SEASONAL: | ☐ | Duration: | $ 17.30 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Monitors and evaluates contracts, grants, and subcontracts in accordance to the Navajo Nation Procurement process, guidelines, policies and methods. Ensures compliance with federal, state and tribal laws and regulations. Provides technical assistance to division, department, oversight committee, vendors and staff in areas of grant and contract administration, principles, procedures and practices. Ensure that prime and sub-contractors are in compliance with contract scope of work, comply with reporting systems, and that fiduciary propriety is maintained at all times. The majority of work will be entail thorough knowledge of Federal Highway Administration, Federal Aviation Administration and Navajo Fuel Excise Tax Program. Audit technical reports, collects and analyze information, data, and records to ensure propriety. Prepare contracts, grants and sub-contracts entered into by the department according to appropriate federal, state and tribal laws. Prepares and follows through with grants, contracts, MOU/MOAs, JPA requiring appropriate Navajo Nation oversight committee's approval. Maintain records management system that is efficient and effective in maintaining grants, contracts, agreements, etc. Prepares variety of technical and administrative reports. Identifies, addresses and recommends resolutions of specific concerns relating to quality standards and obligated services. Prepares necessary documents for professional service agreements, coordinates resources within programs to ensure funds are available for services.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Preferred Qualifications:**

- MIS Certification.
- Proficient in Microsoft Office software or other applications.

***(In order 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 Navajo Nation government processes and procedures. Skilled in effective oral and written communications, skilled in public speaking. Navajo Nation FMIS Certification.

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