THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70110790**	DATE POSTED:	**09/28/15**
POSITION NO:	**946900**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Senior Contract Analyst****		
DEPARTMENT NAME / WORKSITE:	**DOE/Navajo Head Start - Central Administration/Window Rock, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AD65A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐	NO. OF HRS./WK.:	$ **46,217.60**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **22.22**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Incumbent is responsible for mid and upper-level managerial and administrative contract analytical duties and responsibilities: works closely with Office Budget and Management: Contract Administration, Dept. of Finance, Contract Accounting, Management and Policy, Department of Justice, and Office of the Controller to maintain and use of tribal/federal funds and budgets by sustaining excellent budget management practices, utilizes formal and regulatory practices for strict and consistent compliance; obtains, reviews grants, awards, agreements and contracts, amendments, and subcontracts for Navajo Head Start (NHS) to negotiate, review scope of work, monitors and coordinates actions taken on agreements, deadlines, amendment between NHS and contractors and grantors; ensures proper disposition of property and closeout of contracts and grants, maintains a working list of vendors, service providers to establish effective working relations to secure total cost, duration, and status in Navajo Nation (NN) 164 review. Audits technical records and reports for compliance and evaluative purposes to ensure NHS abides by all regulatory and legal standards and laws-audit ready.

Establishes MOUs/MOAs with NN Chapters, Child Care Development, Local School Districts, and other possible service providers, specifies required administrative, professional and comprehensive assistance to HS Assistant Superintendent, Fiscal Manager, and NHS Managers; reviews and responds to affiliated correspondence, and consolidates formal reports, statistics and complex technical reports; assist Contract Analysis in completing tasks, responsibilities, and reviews; takes lead by providing leadership in securing contract, grants and related information; identifies problems and conflicting issues to resolve or proceed in corrective action; establishes effective working relationships in working with the public, chapters, tribal programs, and private sectors; utilizes professional communication skills, solid business sense and decisions to protect the NN and NHS ethically and with integrity; carry out necessary contract/ grant functions, and may be assigned other necessary duties and responsibilities and/or as need.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration or closely related field; and three (3) years of contract and/or grant administration experience.

Preferred Qualifications:

- Twelve (12) college credits in accounting.
- Proficient in Microsoft Office software and other computer applications.
- FMIS Certification.

Special Requirements:

- A favorable background investigation.

(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:

Certified Grant Writer, Affiliated with National Organizations

Incumbent must abide by program standards of conduct.

<<A favorable background investigation is required>>

***** UNION POSITION***

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