

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

REQUISITION NO: <u>DOH07210921</u>	DATE POSTED: <u>10/19/15</u>	
POSITION NO: <u>949060</u>	CLOSING DATE: <u>10/30/15</u>	
POSITION TITLE: <u>Senior Contract Analyst (S)</u>		
DEPARTMENT NAME / WORKSITE: <u>DOH/Department of Behavioral Health Services/Window Rock, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>80</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>44,054.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>21.18</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Prepares and processes agreements and amendments on behalf of the Navajo Nation 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, 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 Nation contractors and/or grantors; prepares related correspondence, and reports; participates in contract negotiations; monitors expenditure reports, prepares invoices for payment, notifies and advises Division, Department and Service Areas 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, 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 or other applications.
- FMIS Certification.

**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 and contract administration principles, procedures, practices; knowledge of accounting transaction practices and procedures and related tribal, federal, state and local laws and regulations; knowledge of procurement, 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 applying judgment in the release of confidential information; skill in operating a 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, 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.

<<A favorable background investigation is required>>

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