

## **CONTRACTING OFFICER**

**DEFINITION:** Under general direction, performs administrative and regulatory duties of considerable difficulty in performing administrative review of federal, state and private contract and grant applications; maintains oversight management of contracts and grants; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, organizes, implements and manages policies, procedures, rules and regulations for the preparation, development, review and finalization of grant applications; interprets rules regulations, codes and policies affecting federal and other outside contracts and grants; serves as a "clearinghouse" person on all grants and funding proposals by reviewing and advising on their preparation, finalization, and submittal; negotiates outside contracts and/or subcontracts; serves as a resource person on matters involving outside funding budget reviews, modification and appropriations.

Develops policies and procedures for quarterly, annual reports and other required reports; maintains current information on all contracts and grants awarded to the Navajo Nation, establishes and maintains contact and communication with federal, state and other agencies and organizations providing funds and other financial assistance to the Nation; provides technical assistance to tribal programs, the Office of the President and Vice President, Navajo Nation Council and its standing committees on outside appropriations, budgets, and expenditures; assigns tasks to assigned personnel and supervises their activities; engages in administrative duties; prepares required reports; and attends meetings.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles, methods and procedures of contracts administration and negotiation.  
Knowledge of tribal, state, and federal codes, rules, regulations and laws affecting contracts and grants.  
Knowledge of principles, methods and procedures of accounting, budgeting and financial management.  
Skill to establish and maintain effective working relationships with department heads, federal, state, tribal officials.

Ability to exercise initiative and judgement in interpreting and applying policies and regulations.

Ability to objectively and analytically devise practical solutions.

Ability to deal effectively with others in complex and controversial situations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Business Administration, Public Administration, or closely related field; and five (5) years of experience in managing federal grants and contracts; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.