

PRINCIPAL CONTRACT ANALYST

DEFINITION: Under general supervision, evaluates and oversees the administration of contracts, grants, subcontracts entered into by Navajo Nation for compliance with applicable laws, rules and regulations, court decisions, accepted business practices, departmental policies and procedures; 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:

Provides technical assistance to the Nation, departments, divisions, agencies, contractors and other analysts in the preparation of contract/grant and subcontract applications; on behalf of the Navajo Nation, negotiates contracts/grants and subcontracts with involved parties and/or provides technical assistance at negotiation meetings in compliance with applicable regulations and requirements; conducts final technical document review prior to signature; prepares and tracks awards and post award actions; certifies that all associated activities and awards are accurate and in compliance with regulations and requirements.

Monitors contracts and grants entered into by the Nation; ensures unique requirements are met and terms and conditions are adhered to; reviews and processes budget modifications, contract/grant and amendments; reviews reports for compliance with appropriate regulations and/or requirements; follows up on all audit findings, provides recommendations, coordination and follow up for corrective action; coordinates on going contract/grant related activities with appropriate entities; analyzes and interprets rules, regulations, policies and procedures for application to programs; identifies and resolves associated problems; meets with involved parties to resolve program issues and concerns.

Represents the Navajo Nation government on contract management matters in litigation and administrative appeals; serves as liaison with federal, state and local governments, assists with budget development according to established guidelines; analyzes and evaluates expenditures to ensure compliance with established budgets and applicable guidelines, rules and regulations; compiles and finalizes financial reports for internal/external sources; initiates and collaborates with others on independent audits, conducts a final review of completed contracts/grants and subcontracts making adjustments; ensures proper disposition of property and closeout of contract/grants; prepares appropriate reports; oversees and reviews the work of other analysts.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of generally accepted grant/contract development and administration principles, procedures, and practices.

Knowledge of accounting transaction practices and procedures and related Navajo Nation, federal, state, local laws and regulations.

Knowledge of business and industrial practices, market trend and conditions.

Knowledge of procurement and 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 operating a personal computer and standard office software including word processing, databases and spreadsheet files.

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Skill in gathering, consolidating, analyzing facts and drawing conclusions.

Skill in researching and 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 others.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business Administration or closely related field; and four (4) years of contract/grant administration experience.

PREFERRED QUALIFICATIONS:

- A Master's degree in Business Administration.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

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.