

SENIOR CONTRACT ANALYST

DEFINITION: Under general direction, performs work of moderate difficulty in preparing contractual agreements and monitors the administration of contracts, grants, subcontracts entered into by the Navajo Nation in compliance with applicable laws, rules, regulations, court decisions, accepted business practices, and 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:

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, grant, 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 expenditures reports, prepares invoices for payment, notifies, and advises Divisions, Departments, and programs 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS:

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

THE NAVAJO NATION

Class Code: 2017
Planning and Analysis Series
Contracts Crafting and Compliance Group
Overtime Code: Exempt
Pay Grade: 65

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PREFERRED QUALIFICATIONS:

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

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.