

ASSOCIATE CONTRACT ANALYST

DEFINITION: Under general supervision, performs work of moderate difficulty with responsible to assist in procurement, review, evaluation and coordination of contracts, subcontracts and grants for the Navajo Nation; 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 program information and coordination; assists immediate supervisor(s) in staff training, planning, and program evaluation; answers requests for program information; issues reports and completes required reporting forms; assists in the operation of contracts in all areas of compliance for the awards; attends meetings and conferences; assists with planning, preparation, drafting, reviewing, revising and finalizing of contracts, grants and proposals; interprets, explains and coordinates contract provisions, terms, conditions and specifications; recommends changes, alterations, adjustments, and modifications.

Provides technical assistance in the negotiations, renegotiations, extensions, or termination of contracts; provides for the security and control of contracts, agreements and related materials; assists in the seeking, soliciting and securing of contract monies for programs, projects and services; assists as a resources person in contract matters; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises divisions, department, programs of any problems or necessary corrective action associated with contracts.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of generally accepted grant, contract administration principles, procedures and practices.
Knowledge of accounting transaction practices, procedures related tribal, federal, state, local laws and regulations.
Knowledge of procurement and contracting policies and methods.
Knowledge of budgeting 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 and developing computer databases and spreadsheet files.
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 is performed in a typical office environment.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration or closely related field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses and certifications.

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.