

CONTRACT COMPLIANCE OFFICER

DEFINITION: Under general supervision, performs work of considerable difficulty in examining, investigating and evaluating contractual agreements to ensure compliance with the terms and conditions of contracts, established rules and regulations; performs 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:

Monitors and evaluates contracts, reports, records, public documents and other records to ensure compliance with program associated Navajo Nation, state, federal laws, standards and policies; provides technical assistance to private, tribal, state and federal entities on program related codes, laws, regulations, permits and fees; conducts field inspections to monitor compliance and follows up on corrective action for non-compliance issues.

Consults with a variety of technical and/or professional specialists to obtain information; collects and analyzes information, data, reports and records; makes data, information available to attorneys for use in contract dispute hearings; assists in and/or prepares and monitors budgets for assigned programs, contracts; prepares oral presentations and required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge and application of Navajo Tribal Code, state, federal laws, regulations governing program. Knowledge of procurement and contracting policies and methods.

Knowledge of business practices, general fund and cost accounting principles and practices.

Knowledge of generally accepted office procedures, equipment, including computers, financial/office application software.

Skill in interpreting labor laws, rules and regulations.

Skill in operating computer, standard office software including word processing, databases and spreadsheet files.

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

Skill in research 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Office environment with field investigation.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience.

PREFERRED QUALIFICATIONS:

- A Master's degree in Business or a closely related field.
- Two (2) years of experience monitoring and evaluating contract for compliance
- FMIS certification.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 2020
Planning and Analysis Series
Contracts Crafting and Compliance Group
Overtime Code: Exempt
Pay Grade: 64

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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.