

DEPUTY CONTRACTING OFFICER

DEFINITION: Under general direction, performs regulatory duties of considerable difficulty in planning, implementing, overseeing and providing technical assistance to Navajo Nation external funding program audits; advises on resolving audit findings and the development of and compliance with corrective action plans and reporting; reviews contract monitoring reports; conducts internal reviews on external funds; assists in maintaining oversight and management of contracts and grants audits; 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 oversees policies, procedures, rules and regulations on the preparation, development and review of grant agreements for compliance and Navajo Nation external funded program audits; provides technical assistance to the programs on annual audits e.g., meeting with auditors and programs; advises on resolving audit findings; reviews drafts and finalizes corrective action plans (CAP), provides CAP status report for audit reporting; monitors implementation of CAP to ensure that they are fully achieved by due date; coordinates with programs on the submission of responses and inquiries on audit findings by funding agencies.

Reviews contract monitoring reports issued by contracts and grants section staff prior to final processing; monitors implementation and ensures action items are carried out or achieved; conducts internal reviews on external grant funds to ensure terms and conditions of Grant Agreement are met; conducts technical review on 2 NNC Sec. 164 documents on grant applications, awards and modifications; certifies that 164 documents are in compliance with applicable rules/regulations; coordinates external grant fund projects (e.g., federal budget requests including P.L. 93-638 BIA/IHS contracts, development of annual Nation comprehensive budget, etc.) to ensure contract and grants section' role is achieved.

Ensures required tracking numbers on federal grants are current and correct; informs programs on such including Data Universal Numbering System (DUNS), System for Award Management (SAM) and Catalog on Federal Domestic Assistance (CFDA); oversees the development and submission of the Nation's indirect cost (IDC) rate proposal to cognizant federal agency and that such complies with applicable federal regulations (e.g., personnel activity report (PAR) maintained and submitted by eligible Navajo Nation employees to support IDC rate proposal); assists with the development of or improving rules on external grant funds; assists with the development or revision of internal Nation rules on external grants; interprets rules and regulations to resolve issues with external grants.

Prepares periodic reports including quarterly progress reports, status on annual audits, federal budget requests and P.L. 93-638 budget requests/AFA; reports on external grant funds requested by the Executive, Legislative and Judicial Branches; provides presentation and/or orientation on external grant fund matters; conducts final review on closeout of external grants; represents or assists Contracting Officer at meetings on external grant fund matters with Nation programs, funding agencies, etc.; drafts briefing on Nation's position and correspondence on external grant matters; ensures record on external grants in FMIS is current and accurate; supervises subordinates and manages assigned section or office; handles other administrative tasks as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

DEPUTY CONTRACTING OFFICER

Knowledge of and application of accounting budgeting and audit finding resolution methods.
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.
Knowledge and application of grantor rules and regulations.
Skill in compiling, consolidating, analyzing facts and drawing conclusions.
Skill to establish and maintain effective working relationships with department heads, federal, state and tribal officials.
Skill in technical writing and public speaking.
Skill in communication effectively both orally and in writing.
Ability to exercise initiative and judgment 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.
Ability to work under pressure and stringent timelines.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business or Public Administration, Accounting, Finance or closely related field; and five (5) years of experience in the administration of grants and contracts funding.

PREFERRED QUALIFICATIONS:

- A Master's degree in Business Administration, Public Administration or closely related field.
- Two (2) years of experience in contract and grant administration.
- FMIS certification.
- Proficient in Microsoft Office software or other computer applications.

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.