



## **GRANT AND CONTRACT SPECIALIST**

Office of Financial Management

Reports To: Finance Director

Salary Range: 44

FLSA Status: EXEMPT

**VALID DRIVER'S LICENSE REQUIRED**

PD Revised: 01/18/2019

### **INTRODUCTION**

This position is responsible for coordinating and monitoring grant and contract program activities for the Hopi Tribe. The incumbent performs administrative and compliance work of semi-difficulty and complexity, which requires knowledge and skill in established contract/grant administration, procedures & practices and rules & regulations.

The work consists of duties that involve various related steps, processes or methods. Decisions regarding what needs to be done involve various choices requiring the employee to recognize the existence of and differences among several alternatives.

The incumbent is under general supervision and line authority of the Finance Director. The incumbent and supervisor, in consultation, define the objectives, priorities and deadlines; and assist the incumbent with unusual situations. The incumbent plans and carries out the successive work assignments in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Serves as primary liaison at the Tribal level with representatives of federal, state and local agencies; serves as a "clearinghouse" person on all contracts/grants funding proposals by reviewing/advising on their preparation, finalization, and submittal.
2. Provides technical assistance and training to tribal departments/programs in preparing grant/contract applications for submittal to federal, state and other funding agencies.
3. Conducts Plan vs. Actual and compliance reviews of grant/contract programs to ensure planned activities are implemented, performance standards & goals are being met and programs are operating in compliance within established funding agency rules & regulations.
4. Provides technical assistance to departments/programs in preparing and submitting grant/contract applications, Memorandum of Agreement/Understanding and other documents of legal significance; ensures programs adhere to the schedule of grant/contract compliance requirements; monitors activities to achieve compliance.
5. Prepares quarterly/annual or special reports for submission to Tribal Council or funding agency as required or directed by supervisor.
6. Performs other duties as assigned and authorized to achieve Tribal and Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with employees within/outside the immediate work area, tribal officials, village administrators, funding agency representatives, and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and establish a network of resources.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Work may at times extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation may be required.

### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in Business Administration or related field;

AND

Experience: Four (4) year work experience in grant/contract administration or managing federally funded programs;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles, methods and procedures on contracts/grants administration;
- Knowledge of tribal, state and federal codes, rules, regulations and laws affecting contracts and grants;
- Knowledge of principles, methods and processes of accounting, budgeting and financial management of public administration;
- Knowledge of the political, socio-economic and cultural environment of the Hopi Reservation;
  
- Good verbal and written communication skills to prepare correspondence, reports and communicate with funding agencies;
- Excellent skill in human relations ;
- Skill to establish and maintain effective working relationships with department heads, Federal, State and Tribal officials;
- Skill in operating basic office equipment/machines and applicable computer software;
  
- Ability to objectively analyze problem situations and propose practical solutions;
- Ability to communicate effectively verbally and in writing;
- Ability to analyze and interpret technical and legal terms or documents;
- Ability to follow written and verbal instructions;
- Ability to make decisions, meet deadlines and work under pressure;
- Ability to work independently with little supervision.

### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.