



WATER RESOURCES PROGRAM

GRANTS ADMINISTRATOR

INTRODUCTION: This position is responsible for administrative and financial management duties in support of the Village Infrastructure Projects, Water Resources Program. The incumbent performs duties of considerable difficulty and complexity requiring knowledge and skill in contract/grant compliance monitoring, budgeting, purchasing, procurement, project timelines, applicable rules & regulations and policies & procedures.

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

1. Performs administrative and budget management responsibilities; ensures that accountability of funding and expenditures are in compliance with contract specifications and requirements; prepares and submits project reports to management and funding agency(ies) ; determines accuracy of financial statements and reports.
2. Administers contracts for community infrastructure construction and improvement projects; coordinates and provides administrative assistance in the preparation, execution and control of contracts and procurement.
3. Prepares specifications for RFPs, reviews and negotiates bid proposals for conformity to contractual requirements and specifications; recommends acceptable bids.
4. Conducts oversight activities regarding procurement of materials, supplies and equipment; prepares requisitions for purchase orders and monitors contracts within budgetary limitations and scope of authority.
5. Coordinates contractual discussion between the Hopi Tribe and the U.S. Environmental Protection Agency (EPA) and construction contractors; enforces schedules and timelines for completion of projects.
6. Reviews construction contract requirements and schedules; ensures fulfillment of obligations by contractor.
7. Participates in public meetings with outside entities, Hopi Village leaders and community members to address issues arising during the performance of contracts.
8. Performs other related duties as assigned and authorized by the supervisor to meet project goals and objectives.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of work, or refining the methods and techniques to be used.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Water Resources Director. The incumbent and supervisor, in consultation, determine the work objectives, priority of assignments and deadlines. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations, problems and unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instruction or established procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, tribal officials, Hopi Tribal Council, tribal, state and federal representatives and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and provide technical assistance.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The incumbent will be exposed to varying weather conditions and traveling over rough, uneven terrain when visiting project sites, requiring protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Business Administration, Accounting or related field;

OR

B. Experience: Three (3) years work experience administering federally funded programs, construction projects management, etc;

OR

C. Any equivalent combination of Education, Training, or Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of federal contracting, procurement and purchasing procedures
Knowledge of records management systems and construction project management program software
Knowledge of automated construction financial controls and budgeting

B. Skills:

Skill in negotiating, planning and organizing
Verbal and written communication skills to prepare technical correspondence, reports and conduct public presentations
Good supervisory and human relations skills

C. Abilities:

Ability to analyze and interpret cost accounting and project management records
Ability to maintain accurate financial statements and reports
Ability to administer construction project plans, schedules and cost estimates
Ability to administer key contractual elements to meet project objectives, priorities and timelines
Ability to establish and maintain professional working relationships with others

NECESSARY REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribes' Defensive Driving Course.
2. Must complete and pass the pre-employment screening (background investigation and fingerprint check) in accordance with Hopi Tribal Policy.

REVIEWED BY:  04/02/10
Hiring Authority Date

APPROVED BY:  6/8/2010
Personnel Director Date