



Job Title: CONTRACTS/GRANTS TECHNICIAN

Department /Office: Office of Financial Management
Reports to Whom (title): Senior Contracts/Grants Monitor
Salary / Hourly Range: 38
Job Classification Code: 8810
Level of Background Check: 1B
FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary
Driving Required: Yes, As Required
Created: 05/02/2013

JOB DESCRIPTION:

This position is responsible for assisting the Senior Contracts/Grants Monitor in coordinating and monitoring grant and contract program activities for the Hopi Tribe.

SCOPE:

The work consists of duties that involve administrative and compliance work of semi-difficulty and complexity related to processing, reporting, coordinating, monitoring and managing activities related to grants and contracts awarded to the Hopi Tribe by federal, state, local and private grantors.

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. Provides technical assistance in contracts/grants application preparation, proposal tracking, and data entry.
2. Monitors grant reporting requirements, maintains database where deadlines are tracked and report information captured. Follows up with programs directors on reports submission.
3. Prepares, assembles, organizes and maintains proposal and award files to ensure compliance and auditing requirements are satisfied.
4. Assists tribal programs with questions regarding various tribal processes.
5. Performs other related duties as assigned or authorized in order to achieve office and Tribal goals and objectives.

PERSONAL CONTACT:

Contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public.

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. At times, work will extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Associates Degree in Accounting, Business Administration or related field

AND

B. Experience: Three (3) years work experience in office management performing technical and administrative duties

OR

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

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of governmental budgeting and accounting principles
- Knowledge of office management principles, practices and methods
- Knowledge of records management and practices
- Knowledge of good customer service principles and practices
- Knowledge of research techniques, methods and procedures
- Knowledge of syntax, spelling and punctuation to identify and correct grammatical errors

B. Skills:

- Skill in verbal and written communication to prepare correspondence, reports and conduct presentations
- Skill in prioritizing multiple tasks/projects
- Skills in human and public relations
- Skill in effective records management

C. Abilities:

- Ability to operate modern office equipment/machines and applicable computer software
- Ability to coordinate and handle a variety of administrative functional responsibilities
- Ability to maintain strict confidentiality of sensitive information
- Ability to plan and accomplish work within established policies, objectives, priorities and timelines
- Ability to establish and maintain positive professional working relationships when in contact with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Must possess a valid Arizona Drivers License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Must not have been convicted of a misdemeanor(s) within the past twelve (12) months of application; and have no felony convictions.

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