



GRANT ADMINISTRATOR
Office of Community Planning & Economic Development

OVERVIEW

The Grant Administrator is supervised by the Office of Community Planning & Economic Development (OCPED) Director. The Grant Administrator is responsible for performing administrative and financial duties in support of the Principal Contract Oversight Team (PCOT) project. The incumbent performs duties of considerable difficulty and complexity requiring knowledge and skill in contract/grant compliance monitoring, fiscal management, project timelines and applicable policies, procedures and rules and regulations.

The work typically includes varied duties requiring many different and related processes and methods. Decisions regarding what needs to be made 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 the work or refining the methods and techniques to be used. Contacts are with employees within or outside the work area, clients, villages/communities, Hopi Health Care Center, and related agencies and the public. The work is both sedentary and physical and is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms, working around office machines and equipment and in the community/village setting. Physical efforts and exertion are required when presenting physical activities/functions. The incumbent must be able to work under stressful and emotional conditions and may be exposed to situations dealing with emotional or personal conflicts. Travel is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Keeps well-informed of grant funding policies, regulations, and procedures; disseminates and/or resents changes to department personnel, advises on the implementation and impacts of changes; prepares required reports.
- 2) Administers and coordinates contracts/grants in conjunction with other program personnel; prepares and maintains current financial accounting of the 638 contracts and other grants that are obtained for projects. Recommends and prepares budget modifications reflecting both tribal and federal requirements and provides administrative assistance in preparing, executing and controlling contracts and procurement.
- 3) Assists with preparing RFP's; reviews and negotiates program proposals for conformity to contractual requirements and specifications, recommends acceptable budgets.
- 4) Conducts oversight activities regarding procurements of materials, supplies and equipment, and monitors contracts within budgetary limitations and grant terms and conditions.
- 5) Conducts applicable grant/contract financial discussions between the Indian Health Services, BIA, State of Arizona and Hopi Tribes financial/contractual representative.
- 6) Performs environmental outreach educational activities to the Hopi Communities, tribal entities and other local agencies providing valuable understanding of the projects and related awareness.
- 7) Partners with other departments, programs, local and state programs.
- 8) Supports the Office mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 9) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor’s degree in business administration, Accounting or related field; AND

Experience: Four (4) years direct work experience in office management, financial management, and grant monitoring, or a related field/occupation; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal contacting, procurement and purchasing procedures.
- Knowledge of record management systems and financial control and budgeting.
- Working knowledge of Tribal, State, Federal and private grant applications processes.
- Working knowledge of clinical procedures and grant programming.
- Skill in verbal and written communication skills.
- Excellent skills in negotiating, planning and organizing.
- Verbal and written communication skills to prepare technical correspondence, reports and conduct public presentations.
- Good supervisor and human relations skills.
- Ability to plan, implement, and accomplish work in accordance with established objectives, priorities, and timelines.
- Ability to analyze and interpret cost accounting and project management records.
- Ability to develop budgets and maintain accurate financial statements and reports.
- Able to develop and prepare environmental literature, PowerPoint presentations, education materials; and make public presentations on topics.
- Ability to establish and maintain professional working relationships with staff and others.
- Ability to maintain and practice strict confidentiality.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 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, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

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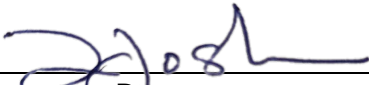
Office of Community Planning & Economic Development (OCPED)

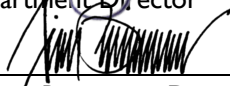
Supervisor: OCPED Director

Salary Range: 42

Classification: NON-EXEMPT

Developed 03/24/2026

REVIEWED BY:  DATE: 04.02.26
 Department Director

APPROVED BY:  DATE: 04/02/2026
 Human Resources Director