

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Contracts and Grants Compliance Officer **EMPLOYMENT TERM:** 12 month Full Time

DIVISION: Administration **DEPARTMENT:** Administration

EXEMPT/NON-EXEMPT: Exempt **FUNDING SOURCE:** Indirect

MINIMUM REQUIREMENTS FOR HIRING IN THIS POSITION:

1. BA/BS degree in education, public administration, business administration, or similar field.
2. Working knowledge in computer and technology areas
3. Working knowledge for managing Federal Funds, Federal Property, Federal Contract and Projects, and Contractors.
4. Strong business and administrative technical writing skills
5. Strong analysis, troubleshooting and resolution skills
6. Ability to work with the public, and outside agencies
7. Ability to meet deadlines under heavy time pressure.
8. Three or more years experience in a position with similar duties and responsibilities, and positive performance evaluations.
9. Strong organizational skills and ability to track a voluminous amount of information and paperwork.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

- MA/MS degree in Education, ~~or~~ Public administration, Business Administration, or similar field.
- Working knowledge of the organization and functions of all ANSB Divisions, by key staff responsible for each function.
- Working knowledge of the application procedures and contract/grant administration requirements of:
 The Bureau of Indian Affairs under P.L. 93-638 and P.L. 100-297
 The U.S. Department of Education
- Working knowledge of the fund request/advance; financial management; property management; reporting; and cost allowability requirements and procedures applicable to education programs funded at ANSB Inc.
- Working knowledge of the Single Audit Act of 1984 and related OMB circulars governing audit of Federal contracts and grants.
- A history of success in securing funding as a grant writer for federal discretionary grant programs or other granting agencies, foundations or corporations.

SUPERVISED BY: Director of Administration

SUPERVISES: None

PAY RANGE: Grade O for BA/BS and Grade P for Masters on ANSB General Salary Schedule

WORKING HOURS: 40 hours per week

LUNCH HOUR: 12:00 – 1:00 pm

POSITION GOAL: Promotes program development through the acquisition, implementation, maintenance and evaluation of supplemental programs that support and enhance regular programs.

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DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo Schools Board, Inc. Policies and Procedures.
2. Supports and carries out responsibilities in accordance with regulations and authorizing legislation for which assigned.
3. Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
4. Protects the confidentiality of client & personnel information.
5. Acquires, organizes and maintains an up-to-date reference library of research, information and practice relevant to ANSB's programs and service population; the applicable Federal Laws; Regulations; Notices of Proposed and Final Rulemaking; Guidelines; Program Announcements; Audit Standards; current terms of Contracts, Grant awards, or other funding documents; and any other requirements applicable to the funding and management of programs.
 - a. Maintains working familiarity with all these documents, and acts as a research librarian for questions for instructional/program alternatives, allowability of cost, program commitments and requirements, etc.; and provides technical assistance to program personnel in carrying out these requirements.
 - b. Performs timely internal monitoring and analyses of the documentation for these programs, to identify any areas of non-compliance with requirements, and to alert ANSB officials to any potential liabilities, or corrective actions needed.
6. Coordinates work with the Business and Human Resources offices of ANSB Inc. to assure consistency with policy and procedures for the administration of programs and projects.
7. Prepares professional quality proposal documents for ongoing and new Programs and projects to be operated under Alamo Navajo School Board, Inc. Submits to ANSB officials in a timely manner for review and approval, prior to submission to funding agencies.
 - a. Implements existing project and program monitoring and evaluation plans, identifying strengths and weaknesses and modifying project amendments as appropriate.
 - b. Develops project management plans, budgets, program and personnel position descriptions, project integration and coordination plans and similar back-up documentation for proposals.
 - c. Develops and administers needs-assessment.
 - d. Develops/improves coordinated formative and summative evaluation plans to measure the effectiveness of projects and programs, and to identify critical factors involved. Assists programs in preparing modifications to program plans and budget to improve program outcomes.
8. Consults with regular and supplementary program staff in developing program proposals, plans, methodologies, goals and objectives that support the enhancement of regular programs.
 - a. Takes aggressive leadership in the implementation of projects and programs funded:

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- b. Provides training to program administrators and staff in funding agency requirements and grant or contract commitments to be carried out;
 - c. Promotes coordination and integration of program and personnel resources, in order to assure the most cost-effective and educationally productive use thereof; and
 - d. Facilitating communication, program improvement and effective innovation.
10. Maintains a calendar of required reporting and submission of grants and contracts, and prompts project staff as necessary to assure that they take place as scheduled.
11. Gathers, analyzes and interprets a variety of statistical data and provides appropriate presentations on its significance to a variety of audiences including professionals, clients, community members and board.
12. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
13. Performs other work-related duties as may be assigned by the supervisor.

SPECIAL CONDITIONS:

Position is subject by law to fingerprinting and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

BOARD APPROVED: 7/1/95

Revised Pending

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Immediate Supervisor

Date