



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT
AMENDMENT

POSTING NO: 094-19

OPENING DATE: 05/29/2019

CLOSING DATE: OPEN UNTIL FILLED

POSTED: IN & OUT

POSITION: Contract & Grant Administrator
PAY GRADE: E7 (\$21.92/ph to \$26.85/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Administration
REPORTS TO: Governor
BACKGROUND LEVEL: Public Trust

JOB PURPOSE:

Provides oversight, coordination and continuum of the pre-award planning, organization, preparation and post award administration of various grants assigned to the Pueblo of Isleta. Examines, evaluates, and investigates eligibility for or conformity with laws and regulations governing contract compliance.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Tracks, logs, and maintains all funding request in relation to grants/contracts.
- Tracks and monitors state, federal, private, or county grant proposal/contract awards to ensure compliance with the terms and conditions of agreement and established rules and regulations.
- Researches and monitors external grant funding sources such as governmental agencies and philanthropic sources such as private and corporate foundations.
- Researches, develops and monitors internal Tribal funding sources.
- Develops databases to monitor, track and report on grants developed and submitted for acceptance, re-submission, renewal and ending dates.
- Interacts with Program Managers and Administrative Staff in determining funding needs based on the department's objectives and goals.
- Works with Tribal Attorney to ensure legal review of grants or contracts awarded to POI. Works with the HR Director to ensure compliance.
- Provides technical assistance and guidance in the planning and preparation of grant proposals for tribal departments.

AMENDED TO SHOW THAT THE INCUMBENT WILL BE REPORTING TO THE GOVERNOR

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- Assists in the design, formatting, and preparation of grant documentation including creation of computerized statistical summaries and/or graphics.
- Interacts with funding agencies and POI departments in the administrative aspects of budgeting and preparation of grant proposals.
- Serves as a liaison between POI and granting/contracting agencies.
- Assists and ensures proposals compile and produce integrated grant submissions in accordance with funding agency requirements.
- Ensures specialized files and databases of grant record/contracts or information are maintained.
- Creates and distributes standard and special reports, studies, summaries and analysis as required or requested.
- Requests extension or modifications in coordination with program directors of various funding agencies.
- Prepares and creates correspondence for tribal capital improvements plans, specifically the New Mexico Infrastructure Capital Improvement Plan.
- Prepares, complies, and designs presentations to funding agencies if required.
- Reviews and comments on all grants, contracts, proposals submitted by tribal department directors.
- Provides required training to grant writing processes for program directors.
- Develops process and procedures for Grants Administration Policies and Procedures.
- Provides input on program director deficiencies in regards to lack of adequate progress on process on monitoring and implementing grants and contracts on a quarterly basis.
- Requests and notifies program directors and ensures grant and contract narratives, special request of documents are received and submitted to funding agency and tribal files.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: Grants Coordinator

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's degree in Business, Finance, English, Native American Studies or related field.
- Five (5) years of experience directly related to the duties and responsibilities of grant writing and grant monitoring.
- Master's Degree in related field preferred.
- Tribal Government experience preferred.
- Tiwa speaking preferred.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledgeable of generally accepted grant/contract administration principles, procedures, and practices with the ability to develop and produce grants and other proposals.
- Knowledge of Indian, state and federal laws pertaining to sovereignty issues, self-governance, Indian Law, etc.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of tribal department organization, functions, objectives, policies and procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to exercise independent judgment.
- Ability to plan, organize and prioritize program objectives and responsibilities.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret contracts, rules and policies.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.