

# PYRAMID LAKE PAIUTE TRIBE

[www.plpthumanresources.org](http://www.plpthumanresources.org)

## JOB ANNOUNCEMENT

### **CONTRACTS & GRANTS ADMINISTRATOR**

Nixon, NV

\$41,995.20 - \$44,116.80 Per Annum; Full-time, Exempt

Class Code 528, Grade 22, Step 1-3 Depending on Experience

**Date Posted: 11/14/2018**

**Date Closes: O.U.F.**

**DEFINITION:** Establishes, contributes, improves, and facilitates the process by which the Pyramid Lake Paiute Tribe secures funding through contract/grant applications and ensures compliance with Tribal and funding agencies pre- and post-funding regulations and requirements.

### **DUTIES AND RESPONSIBILITIES:**

Route, to appropriate staff, available funding resources and opportunities. Ensure that tribal departments and personnel work collaboratively in support of funding opportunities and objectives in order to meet Tribal needs. Provide orientation, training, and technical assistance to program directors on new grant programs and new/revised funding agency requirements affecting grant programs.

Oversee and coordinate the administrative and management activities of the Contracts & Grants Department. Exercise administrative supervision over departmental personnel. Develop and implement short and long-term contract/grant administration strategies to reduce costs and improve quality and service while meeting tribal goals and objectives.

Work closely with tribal staff, involved in grant and contract-funded activities to ensure the implementation of effective, accurate and efficient procedures. Assist in problem solving as related to the obtaining and expending of grants and contracts, such as first-time situations, pre-award spending, no-cost extensions and compliance with grant objectives.

Analyze reports to determine program progress, quality and quantity of service and compliance with laws, standards and guidelines; monitor expenditure reports to compare expenditure rates, service levels and program outcomes to ensure services are provided in accordance with agreement; monitor for contract compliance by evaluating statistical data and identifying the needs for corrective action plans and preparing report documents; review audit reports and develop responses to resolve audit findings involving contract and grant funded programs.

**DUTIES AND RESPONSIBILITIES Continued:**

Serve as an advisor to the Tribal Chairman and Tribal administrative staff on various aspects of grant and contract-funded activities and maintain related statistical reports relating to overall project(s). Participate in the design and utilization of Tribal administrative systems to ensure maximum effectiveness. Keep abreast of system enhancements/potentials and recommend changes as appropriate. Assist in the daily management and operations of the Tribe as needed.

Through identification of sources, assist in identifying funding opportunities, and maintain a library of funding sources for reference by tribal departments. Act proactively to establish communicative links and relationships with funding agency representatives, Tribal committees/boards, and planning groups in support of tribal needs and funding areas.

Develop and implement project tracking systems to ensure the timely preparation of grant applications and implementation of grant requirements; provide departments with assistance in the implementation of grant funded projects.

Facilitate and provide technical assistance in the preparation of grant and contract proposals, including determining and communicating current requirements to the Tribe and assist in the preparation of forms and formatting, as necessary. Coordinate the preparation and approval of required resolutions for grant/contract funding by the Tribal Council. Ensure the timely submittal of funding proposals and documents by the required due dates, including Indian Self Determination contracts.

Assist with the negotiation of contractual requirements of awards and contracts on behalf of the Tribe, and may be expected to facilitate negotiating and processing of Tribal subcontracts relating to grant and contract-funded programs, in accordance with established procedures and regulations, and forward to the Tribal Chairman to sign and accept on behalf of the Tribe.

Facilitate grant/contract tracking and startup in cooperation with the Tribal Finance Department, ensuring accurate communication/notification to the Tribal administration and Tribal departments.

Facilitate the preparation and submission of final reports and closeout arrangements with funding agencies in accordance with Tribal and agency reporting requirements. Compile and analyze data and complete written reports regarding grant funded programs and projects; present and submit reports to appropriate agencies, organizations, and governing bodies.

Prepare budget and financing plan documents for grant applications and operations and, in coordination with the Finance Department, grant status reports including tracking and audit reconciliation, with relevant program input; maintain master files on grants and monitor all paperwork connected with grant-funded programs. Facilitate the development and submission of job descriptions and classification requests to the Human Resources Department for new grant-funded positions.

Maintain a current working knowledge of tribal, state, and federal legislation and regulations relating to grants; review new and proposed legislation, and address changes which are beneficial for projects and policies affecting the Tribe.

**DUTIES AND RESPONSIBILITIES Continued:**

Perform and oversee special projects and research as assigned. Assemble and prepare charts, maps, slides, photographs, and other visual aids for attachment to grant applications/proposals and administrative activities. Coordinate and compile tribal demographic data, statistics, and resource information as it relates to grant award, comprehensive planning, and program development.

Facilitate and participate in the budgetary process of the Tribe, including budget revisions and modifications, revenue projections, meetings/hearings, and preparation of budgetary reports and forms.

Facilitate the management and oversight of contract/grant-funded construction activities, including compliance with Tribal and federal laws (Davis-Bacon Act, Copeland Kickback Act, etc.), contract review, and documentation of activities.

Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

Working knowledge of tribal communities, government, and committees/boards; federal, state, public and private regulations/laws governing contracts and grants including Public Law 93-638 contracts/grants; funding requirements from various funding agencies; program planning, community planning, public administration, and negotiation techniques.

Skilled in written and oral communications; organizational skills; database development and utilization; statistical information development and utilization; representing the Tribe effectively in meetings with others; preparing clear, concise and accurate reports, correspondence and other written materials; interpreting and applying rules, regulations, and policies; problem-solving/decision making, leadership, teamwork and personal initiative; supervising and evaluating the work of employees.

Ability to analyze and make recommendations on grant materials; read and understand accounting and budget reports; administrative principles and methods, including goal setting, program and budget development; operate a personal computer and working knowledge of word processing, database and spreadsheet software packages; assess information and arrive at appropriate course of action; maintain confidential information; establish and maintain effective working relations with Tribal officials, department heads, employees and other contacted in the course of work; effectively express oneself in oral and written communications; proofread for discrepancies and maintain a high degree of attention to detail; give/follow oral and written instructions and follow through on all work assignments; plan/organize work to completeness in the most efficient manner and meet required deadlines; provide leadership and assistance to others in a positive, effective manner; plan, direct and coordinate the work of subordinates.

Must possess a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance policy.

Must favorably pass a character background investigation.

**REQUIRED EDUCATION AND EXPERIENCE:**

A Bachelor of Science Degree in Public Administration, Community Planning, Communication, Political Science, or a combination of both education, training, and experience in Tribal government, grant-writing, or contract/grant administration totaling six (6) years. Experience in developing grants or contracts including identifying goals, timetables and determining program needs and funding; monitoring and evaluating grant or contract activities and expenditures; interpreting laws, regulations, policies and advising on their requirements; evaluating statistical and financial information and developing reports of findings. Experience in contract/grant negotiations, contract/grant administration and management, and in development of contract and grant proposals submitted to various funding agencies.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 224/225.

<p>The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.</p>
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*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*