



Quartz Valley Indian Reservation

Position Description

Job Title: Grants, Contracts, Compliance Officer
Department: Administration
Primary Location: Administration Office
Classification: Full Time, Regular, Exempt
Reports to: Tribal Administrator
Salary: Negotiable – Dependent Upon Experience

Primary Purpose

The Grants Contracts Compliance Officer is responsible for grant and contract compliance in accordance with funding source regulations. Under the direct supervision of Tribal Administrator, the Grants Contracts Compliance Officer will provide efficient and productive management of the federal, state, local, private funding contracts, grants, and associated agreements for performance compliance. Works with our Fiscal Director to ensure all grants are within compliance for sound financial reporting to funding agencies. Assists all department Directors in all aspects of program management including budget development and funding allocation, program planning, program management and contract compliance.

Essential Functions

1. Administers federal, state, and private funding contracts, grants, compacts and associated agreements for performance, compliance, and sound financial reporting to funding agencies.
2. Assists department Directors in all aspects of program management including budget development and funding allocation; program planning; program management; and contract compliance.
3. Researches and develops funding sources in collaboration with Directors for department program initiatives through State and Federal government, the private sector, and non-profit agencies.
4. Helps departments track and monitor budgets, project performance and variances including contract modifications.
5. Coordinates with Directors to ensure requirements are met in accordance with approved scope of work identified for each funded program managed by QVIR.
6. Researches and interprets relevant regulations, guidelines, and standards, informing Directors and Tribal Administrator through the process.
7. Coordinates and assists department Directors with funding proposals and application packages, then reviews prior to submission to Tribal Business Council for approval.
8. Leads pre-award negotiation and orientation in collaboration with Tribal Administrator.
9. Works collaboratively with programs and accounting to ensure compliance with federal regulations, funding guidelines and financial accountability.
10. Develops procedures for quality control.
11. Coordinates with the Fiscal Department to ensure maintenance of complete contract files for audit compliance and archived grant files according to established procedures.

Grants, Contracts, Compliance Officer
QVIR - Administrative

12. Coordinates with Directors to ensure program budgets are spent down in accordance with the timeline identified for each program and not under spent for the funding period.
13. Ensures Directors are doing their program reporting and are in compliance with local, private, state, and federal agencies' guidelines and regulations.
14. Works with the Tribal Administrator and Fiscal Director on close-out briefing for the Tribal Business Council.
15. Performs miscellaneous job-related duties as assigned.

Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

- Bachelor's degree in Public or Business Administration, or related field. Five or more years of relevant experience to the duties and responsibilities outlined to include grant writing. Experience in writing, technical editing, professional communication skills. An equivalent combination of education and experience will be considered on a case-by-case basis.

Proficiencies

- High level understanding and proficiency in full-cycle grant process required.
- Working knowledge of federal regulations and funding agency practices required.
- Extensive knowledge of Indirect Cost, Public Law 93-638, Federal contracts, and grants.
- Effective verbal and written communication skills with a range of audiences.
- Ability to perform quality work under pressure and maintain confidentiality.
- Knowledge of Native American cultures and Tribal government operations.
- Strong working knowledge or various desktop/laptop computers and associated software (all Microsoft Office program, MS Outlook, Abila, and other various kinds of government/grant-related software).
- Confident and articulate, with initiative and a problem-solving disposition.
- Possess the ability to work creatively with a small team.
- Highly developed organizational skills with a proven track record of organized and methodical approaches to work.
- Numerical accuracy, attention to detail, ability to synthesize complex information quickly and effectively.
- Exhibit strong project management skills and have a history of delivering successful projects on time and within budget.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver license and be insurable under the Tribe's insurance policy (if applicable).

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name	Signature	Date
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Approved

Business Council or Health Board	Signature	Date
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