

# Quartz Valley Indian Reservation

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## Grants Contract Compliance Officer

<b>Job Title:</b>	Grants Contract Compliance Officer
<b>Department:</b>	Administration
<b>Job Status:</b>	Full Time, 40 hours/week
<b>Location:</b>	Quartz Valley Indian Reservation Administration
<b>Reports To:</b>	Tribal Administrator
<b>Salary:</b>	

### **Purpose:**

The Grants Contract/Compliance Officer is responsible for grant and contract compliance in accordance with funding source regulations. Under the direct supervision of Tribal Administrator, the Grant/Contract 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 in 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.

### **Skills & Abilities:**

Must be confident and articulate, with initiative and a problem-solving disposition. Possess the ability to work creatively with a small team. Supportive of all QVIR Directors with a strong commitment to learning their programs and assist with departmental improvements. Highly developed organizational skills with a proven track record of an organized and methodical approach to work, combining numerical accuracy with attention to detail, and an ability to meet deadlines. Exhibit strong project management skills and have a history of delivering successful projects on time and within budget. Ability to analyze and synthesize complex information quickly and effectively. Ability to maintain positive participation in all levels of the decision making process. An experienced and effective public speaker.

## **Duties and Responsibilities:**

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 the State and Federal government, the private sector, and non-profit agencies.
4. Helps departments track and monitors budget, project performance and variances including contract modifications.
5. Coordinates with Directors to ensure requirements are met in accordance with the approved Scope of Work identified for each funded program managed by the QVIR.
6. Researches and interprets relevant regulations, guidelines and standards and informs Directors and Tribal Administrator.
7. Coordinates and assists department Directors with funding proposals and application packages and 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.
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.

## **Qualifications:**

Bachelor's degree in Public or Business Administration, or related field required. 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.

1. High level understanding and proficiency in full-cycle grant process required.
2. Working knowledge of federal regulations and funding agency practices required.
3. Extensive knowledge of Indirect Cost, Public Law 93-638, Federal contracts and grants.
4. Effective verbal and written communication skills with a range of audiences.
5. Proficiency with office machines.
6. Strong working knowledge of computers including MS Office software.
7. Ability to perform quality work under pressure and maintain confidentiality.
8. Valid driver's license required and must be insurable under the tribe's insurance policy.
9. A favorable background investigation is required to include criminal and motor vehicle record check.
10. Knowledge of Native American cultures and Tribal government operations.

**Requirements:**

1. Must be able to pass a background check.
2. Must adhere to tribal drug and alcohol policy.
3. Keep regular hours of operations as prescribed by tribal leadership.
4. Must be Bondable.
5. Must have a valid Driver's License.

**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.***

**To Apply: To request a Tribal Application, and submit you applications, please contact Charlene Henry, Director of Human Resources, Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, California 96032, or by email; [Charlene.Henry@qvir-nsn.gov](mailto:Charlene.Henry@qvir-nsn.gov), or call 530-468-5907.**

**Application Deadline: Open Until Filled**

**Quartz Valley Indian Reservation  
13601 Quartz Valley Road  
Fort Jones, California 96032  
530-468-5907**