Job Title: Contract Specialist

SUMMARY: Devises and submits proposals, devises, and negotiates grants, contracts, subcontracts, leases and permits and provides technical assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Prepares invitations for bids as needed according to appropriate guidelines. Completes bid process and verifies required investigations have been completed.

Prepares correspondence, federal grant, private foundation applications and/or change orders.

Monitors the general progress of contracts and grants as necessary to ensure compliance.

Reviews contracts and provisions to ensure compliance with applicable rules, regulations and guidelines. Conducts negotiations and other meetings.

Upon termination of contracts submits case to appropriate office or agency for negotiation and settlement of claims.

Issues working notice(s) and negotiates contract revisions. Provides assistance and guidance to appropriate personnel.

Prepares legal documentation. Reviews correspondence concerning contracts and notifies appropriate personnel on any changes.

Monitors legislation for any changes in Indian Civil Rights and/or contracted program responsibilities.

Researches federal publications for data on potential funding for projects.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.
RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility, and objectives.)

QUALIFICATIONS: 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 REQUIREMENT: Bachelor's degree from four-year College or university in Business Administration, or other related field; or six years related experience; or equivalent combination of education and experience.

Experience Requirement: An additional three years related experience is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Database software; Internet software, Spreadsheet software, and Word Processing software.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must have advanced knowledge of contract process and bid procedures as well as general knowledge of computers, standard office equipment and sources of legal and technical data.

Other Qualifications: Embraces and implements the Jobs/Language/Community, HACN strategy.
PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions.

The noise level in the work environment is usually moderate to loud.