

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-191 **Issue Date:** 12-17-13 **Closing Date:** 01-03-14

Contract/Procurement Specialist
Environmental Restoration/Waste Management Program
Department of Natural Resources
Hourly Wage: \$16.85/Full-Time/Regular
Location: Union Gap, WA

At the direction of the ERWM Manager incumbent is responsible for assisting with the development of support information, procurement documents and approval forms for contracts with the ERWM Program; review and implement Yakama Nation procurement policies and regulations; prepare and maintain financial statements/reports for Department of Energy (DOE) on a quarterly/annual basis; meet with and coordinate with ERWM staff and contractors to understand technical, policy and legal issues regarding contracts with the ERWM program; review Department of Energy Financial Assistance Rules and procurement policies as applied specifically to the Yakama Nation; assist with capital equipment and other procurement of goods and services necessary for the ERWM program.; Provide presentations and periodic reports to Yakama Tribal Administration, Yakama Tribal Council, ERWM program staff and contractors as requested.

Knowledge, Skills and Abilities:

- Knowledge and ability to support a complex organization in the procurement of professional services contract, goods and services.
- Ability to communicate and work with a diverse range of staff and contractors in achieving the overall objectives of the ERWM program.
- Ability to review annual budget after approval and set up program cuff accounts to monitor expenses; reconcile accounts on a regular basis.
- Ability to prepare and submit quarterly financial statements for review and approvals to funding agency (DOE).
- Ability to understand the Yakama Treaty rights, history and culture of the Yakama Nation, and be willing to serve the Yakama Nation Government.
- Knowledge of grant and contract policies, regulations and procedures.
- Knowledge of procurement policies, regulations and procedures.
- Knowledge of and ability to utilize the JD Edwards accounting system.
- Ability to develop and maintain positive interpersonal working relationships.
- Ability to read, comprehend and interpret complex written material.
- Ability to communicate effectively and tactfully both orally and in written form.

General Recruiting Indicators:

- Minimum of a BA degree in accounting or related field AND 5-years work experience in program administration. Prefer experience in technical government program administration. Required 3-years work experience with Federal or Federal grant funded programs in administrative role. Experience in grant and contract development, management and compliance.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid WA State Driver's License with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- All budgetary reports and other similar materials are the property of the YN ER/WM program.