

**YUOK TRIBE – JOB DESCRIPTION  
CONTRACTS/GRANTS SPECIALIST -Education**

Job Title:	<b>Contracts/Grants Specialist</b>			Job Code	<b>7</b>
Department	<b>Education</b>	Division	<b>Health &amp; Human Services</b>	Location:	<b>Klamath</b>
Reports To:	<b>Education Director</b>			FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE’S HIRING PREFERENCE</b>					
Salary Range	<b>\$22.70-29.62</b>				

**POSITION SUMMARY:**

Under direct supervision of the Education Director, the incumbent performs administrative duties in support of the Grants/Contracts Compliance for the Education Department. Incumbent will work with various programs throughout the lifecycle of an award. The incumbent will be responsible for familiarizing themselves with the specific terms and conditions of each award, funder rules and regulations and the Yurok Tribe’s Grants & Contracts Policy & Procedures. The incumbent will be responsible for maintaining both the electronic and hard copy grant/contract filing system. Incumbent will work with the Department Director and department managers on contracts and service agreements.

**DUTIES AND RESPONSIBILITIES:**

1. Provide contract set up and monitoring for the Education Department
2. Accountable for assisting in the maintenance of all contracts/grant award files and official records related to the administration of each award.
3. Maintains the Grants Management data base, spreadsheets, and Doc-star electronic filing system for the Education Department.
4. Ensure all sub-grants are reported to the federal government under the Federal Financial Accountability and Transparency Act (FFATA) and FERPA for the Education Department.
5. Assists Contracts/Grants Officer in monitoring grant and contract compliance with grantor funding and contract requirements by maintaining monthly calendar of reports due.
6. Develops and maintains Reporting Requirement alerts to the Department.
7. Assists in preparing accurate and timely quarterly, annual, or other financial reports as required by each contract/grant to meet reporting requirements.
8. Reviews for accuracy and mathematical calculations, all budget modifications and forwards them to the Department.
9. Assists in developing monitoring plans for individual grants and in accordance with the federal CFDA Compliance requirements.
10. Generates reports and accounting functions as requested by the Department Director for Program and Council use.
11. Attend meetings pertaining to grants and keeps abreast of grant regulations.
12. Assist Department Director during internal reviews, and site views.
13. Performs other duties as assigned.

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**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

**MINIMUM QUALIFICATIONS:**

1. At least three years of college coursework in business, accounting, public administration, or specialized experience in related management and administration.
2. Possess communication and technical skills in interpreting and communicating grant documents, budget modifications, grantor regulations, tribal financial procedures, and records management.
3. Must possess knowledge of the principles, methods, and practices of accounting, office filing systems and records management.
4. Requires ability to extract and compile information.
5. Must be able to operate adding machines and computerized systems.
6. Working knowledge with MS Office applications.
7. Ability to establish and maintain effective working relationship with tribal officials and fellow employees.
8. Prefer technical experience in working with federal and /or tribal contracts and grants.
9. Knowledge in OMB Circulars A-87, A-133, and the Uniform Administrative Requirements.
10. Prefer experience in working with a tribal or government program.
11. Experience in working with federal and/or state grant management systems. (such as, GMS)
12. Qualified Indian Preference applies.
13. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license.
14. Must understand the meaning and responsibility of withholding confidential information.

**EDUCATION/EXPERIENCE:**

GRADE 7: Four (4) years above high school from an accredited college or university or one year equivalent to the next lower grade level (specialized experience).

An equivalent combination of education and related experience will be considered for all grades. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.

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4. Must pass a criminal background check and not have any criminal convictions against children, nor any convictions for Domestic Violence or crimes involving deception/theft/fraud.
5. Must not have misdemeanor/felony offenses related to controlled substance of alcohol or drugs within the past ten years, or any misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or elder.
6. Must be able to meet expectations and performance as listed in job duties and responsibilities.
7. Must not have been convicted of a felony involving dishonesty within the past five years.
8. Requires travel and occasional work outside of regular work schedule
9. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
10. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
11. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 pounds.
12. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). THIS
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I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date