



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-017 Position Title: Contract Officer	Opens: 01/02/2024 Closes: OUF
Salary Rate: \$64,480-72,800	Duty Location: Carnegie, OK

JOB SUMMARY

The Contract Officer is responsible for providing overall guidance and directions to the federal programs in the Implementation, coordination, evaluation, and technical assistance of the Indian Self-Determination and Education Assistant Act, Public Law 93-638, and other Federal grants. The incumbent of this position is responsible for the coordination, monitoring, and review of all Federal contracts and grants. This position will also provide expert and authoritative advice, training and staff assistance to the all Federal programs as requested or needed.

Goal: To ensure the business gains the best possible outcomes from each contract within the portfolio.

Reports To: Executive Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Must have Bachelor's Degree in Business Administrative or 5 years in monitoring Federal contracts and grants in Tribal or Federal Government.

- Knowledge of the Indian Self-Determination and Education Assistance Act 1994, as amended and regulations to enable the provisions of technical assistant in all aspects of P.L. 93-638 to tribal staff.
- Knowledge of CFR Part 900
- Must be knowledgeable of Federal laws and regulations, policies and procedures.
- monitors and maintains approved budgets to ensure budget compliance and proper allocation of funds and expenditures.
- All other duties assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Position are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6464

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.