The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/06/26
CLOSE: when filled

EXEMPT _X__
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION:	**GRANT COMPLIANCE OFFICER**
RESPONSIBLE TO:	Chief Executive Officer
SALARY:	Step Range: 40 – 50; Annual/Full Benefits Salary Range: $95,847 - $128,810 Hourly Range: $46.08 - $61.93
CLASSIFICATION:	Professional/Management, Regular, Full-Time
LOCATION:	The Klamath Tribes Administration 501 S. Chiloquin Blvd Chiloquin, OR 97624
BACKGROUND:	Comprehensive Employee Level

POSITION OBJECTIVES

The primary function of this position is to develop and assist with implementing program procedures and practices to ensure all departments are in compliance with grant requirements in accordance with Tribal, Federal, and State (as applicable) regulations. Locate and acquire new funding sources for tribal departments and programs through preparation of grants/proposals. This position works closely with departments in program development, planning projects and compliance. Work requires initiative, creativity, and punctuality in producing proposals.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide administrative analysis, post award services and oversight to ensure compliance

with grant requirements.

2. Perform internal compliance audits and monitoring of programs to detect any indication of noncompliance with requirements and compliance policies.

3. Ensure all grant reporting requirements are being met in a timely manner. Assist program directors with grant modifications, amendments, and other areas as appropriate.

4. Write proposals and/or complete applications to obtain new grants for new and existing tribal programs.

5. Serve as point of contact and coordinate the process for initiating grant application/proposal assistance to secure continued funding.

6. Research potential federal, state, and local funding sources and foundations. Maintain a funding source directory for the funding needs of the Klamath Tribes. Coordinate with KTHFS to ensure non-duplication of funding proposals for services.

7. Work with Program Directors to develop and maintain Office of Self-Governance and Bureau of Indian Affairs Program files, self-monitoring reports, and requests.

8. Develop and maintain a grant database consisting of funding sources, reporting requirements, funding period, responsible program or department, and other essential data.

9. Provide technical assistance to all tribal programs for proposal writing techniques, styles, and content.

10. Provide assistance to Tribal programs and departments in program development and planning projects, regarding funding and grant development.

11. Research federal rules and regulations for proposal requirements and obtain application packages.

12. Meet with Program Directors, agency officials, and others involved in the Tribal program needs and goals. Work closely with finance and administrative staff to ensure uniformity.

13. Prepare status reports and other documents related to program development and pending proposals.

14. Develop and maintain a tracking system for in-kind and matching requirements for grants.

15. Serve as point of contact for agencies when independent monitoring or reviews are required.

16. Perform statistical analyses from collected data and write summary reports.

17. Implement, supervise, and evaluate special, short-term projects as assigned.

18. Exercise supervisor duties for departmental staff, including program activities, overall work planning and priorities. Evaluate performance and identify training needs. Resolve complaints or minor grievances and advise employees on matters related to less than adequate performance. Keep department employees informed of management policies and goals.

19. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Grant Compliance Officer works under the supervision of the Chief Executive Officer. This position works independently, resolving normal conflicts according to established procedures and experience. Unusual, new, or complex assignments which require deviation from experience or precedents are discussed with supervisor; however, the employee exercises initiative in researching answers and solving problems.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of Federal Government and Tribal Government functions and structure.

Knowledge of P.L. "93-638" public and private sectors funding programs, including knowledge of the Indirect Cost/Contract Support funding support.

Knowledge of effective research and technical writing techniques, and powerful proposal development.

Knowledge of Tribal sovereignty, including the inherent right of tribes to govern themselves, their land, and resources.

Respect for and understanding of Tribal protocols and cultural traditions.

Knowledge, skill, and ability to use a computer for modeling, analysis, and inventory of data.

Ability to work within a community-centered decision-making structure.

Ability to clearly express thoughts in written and verbal communication.

Ability to critique proposals, based upon program needs, grant formatting requirements, funding source requirements, and writing techniques.

Ability to organize, plan, and coordinate proposals and references, and to organize and prioritize requests to meet the work demands.

Ability to establish and maintain effective working relationships with employees, funding agencies, and Tribal Council.

Ability to protect the confidentiality of the Klamath Tribes in program development.

Ability to think conceptually, evaluate trends, analyze data, and make recommendations.

Ability to prepare budgets and budget justifications for proposed programs and projects.

Ability to complete study documents through outline, draft, and final publication stages.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** BA/BS Degree in Economics, Business Administration or related field, preferred.

- **REQUIRED** to have a minimum of ten (10) years of demonstrated work experience in grant writing, research and report writing for grant programs, managing grant or '638' contract programs, or related research, data gathering and data analysis.

- **REQUIRED** to have a minimum of five (5) years of experience in fund accounting, including account reconciliations, expense tracking, budget monitoring, and financial reporting.

- **REQUIRED** to have demonstrated ability to develop budgets for proposed programs and projects.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.

- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports.

- **REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, or conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Positive work experience with Native Americans in a related field, preferred.

- Experience with database software is desirable.

- Understanding of Tribal Governments, Tribal P.L. "93-638" programs, indirect cost/contract support application, desirable.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**