



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – GRANTS SPECIALIST/COORDINATOR

Reports To: Finance Officer Designee

Department: Administration

Status: Exempt

Salary Range: \$66,650 - \$78,500 DOE

SUMMARY AND SCOPE:

A Grant Specialist or Coordinator helps departments and the organization identify funding sources that may fully or partially support their programs. The incumbent will research federal, state, local, and private institutions that offer grants. The incumbent will also review budgets and applications, submit all applications online, and provide information for Directors and Tribal Council. Once an application has been approved for an award, the incumbent will be responsible for processing the grant funding, maintaining project schedules, and ensuring that the funding is disbursed and accounted for properly.

PRIMARY RESPONSIBILITIES:

- Processing and entering data related to grants, contracts, and organizational records using the Tribe's grant management software (currently from e-Civis)
- Reviewing supporting documents (including budgets and work plans on grant submissions) to ensure compliance guidelines are met, sometimes working directly with grant and requesters to resolve issues
- Will supervise efforts and activities of any Grant Writer under contract with the Tribe, in conjunction with Tribal Administrator and Council
- Promptly scheduling and conducting Intake Meetings on all new awards, to include Program Managers and Directors, as appropriate, and at least one Finance Accountant to ensure that all parties are aware of grant terms, matching requirements if any, scope of work, and all program and financial reporting deadlines through the life of the award
- Managing grant budgets across multiple programs monthly, working closely with a Finance Accountant and the program staff
- Providing other grants and contracts-related assistance as needed
- Acting as first point of contact to frequent internal inquiries regarding grant and contract processing, awards, and amendments.
- Serves as the central repository for all Active, Pending and Closed grant information
- Perform other duties assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a Business field (Accounting preferable) and/or significant experience with federal grant funding
- 2+ years of relevant work experience is required with no degree, ideally in grants and contracts administration for a tribal or non-profit entity

- Highly organized and detail-oriented
- Strong analytical and problem-solving skills
- Well-developed interpersonal and teamwork skills
- Ability to juggle numerous competing demands and priorities, and respond quickly to management requests

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
 - Resume
 - Documentation of completion of Higher Education
 - If claiming Tribal Preference, please provide proof of Tribal Identification
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- All requested information must be submitted to the Human Resources office by 4:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
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- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)