



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:

Grant Administrator

Open Date:

July 3, 2024

SL Program:

Tribal Planning & Grants

Close Date:

Until Filled

Position Objective: This position is responsible for coordinating, evaluating, analyzing, and tracking grants, grant projects, and grant contracts.

Work is performed and duties are carried out in accordance with established policies and procedures.

Major Duties & Responsibilities

- Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories such as salaries, percent of effort, salary adjustment increases, fringe benefits, indirect costs, materials, and equipment.
- Analyzes and evaluates awarded proposals, contracts, and subcontracts for compliance with funding agency, federal, state, and local government requirements; prepares required acceptance documentation, and obtains official tribal signatures.
- Assists in the formulation of processes and procedures for negotiation of contract and grant pre-awards and post-awards to meet requirements; researches appropriate federal, state, and local requirements to facilitate compliance by all parties.
- Coordinates receipt of awards and contract documentation; maintains proposal and funding records in database systems, and prepares scheduled and special reports, studies and analyses.
- Participates and/or assists in special projects, and performs associated administrative duties, as assigned; may provide functional direction to lower-level technicians on assigned work.
- Maintains office and financial records, manuals, and other documented information.
- Answers telephone inquiries.
- Operates computer and software programs for all office files, records, documents and lists required by the department.
- Processes bills, vouchers, checks or other documents in accordance with established policies and procedures of the tribe making sure all receivables/payables are accurate before approval by the Department Head.
- Prepares program activity reports as requested.
- Performs related duties.

Knowledge, Skills, and Abilities

- Knowledge of federal, state and/or community funding sources and mechanisms.
- Knowledge and understanding of intellectual property rights laws, guidelines, and policies.
- Knowledge of grant funding policies and procedures and applicable federal, state, and local regulations.
- Knowledge of research principles and methods.

- Knowledge and understanding of computer-aided research administration systems.
- Knowledge of modern office principles and practices.
- Knowledge of mathematics and financial calculations.
- Knowledge of computers and job-related software programs.
- Ability to perform complex tasks, prioritize and organize multiple projects.
- Ability to work with personal computers and utilize a variety of software applications.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to analyze budgetary line items for compliance with budget guidelines.
- Ability to provide technical advice and information to tribal program directors and/or coordinators in area of expertise.
- Ability to make administrative/procedural decisions and judgments.
- Skill in establishing effective working relationships with staff, community members and relevant community organizations.
- Skill in negotiation and arbitration.
- Skill in researching information.
- Skill in organization and coordination.
- Skill in the maintenance of files and records.
- Skill in the use of computers and job-related software programs, including proficiency with Microsoft Word and Excel.

Physical Demands/Work Environment

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. The employee must be able to read, write, speak and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory and Management Responsibility

This position has no formally assigned supervisory responsibility or authority.

Minimum Qualifications

- Five (5) years of relevant experience, performing similar duties, sufficient to perform the essential functions of the position.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

Job Role:	Grants Administrator	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-time	Manages Others:	No
Grade:	15	Supervision:	
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	mkeo@spiritlakenation.com or tr.littlewind@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		