**KIOWA TRIBE JOB OPPORTUNITY**

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

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**Job Opportunity#:** KTJA-22-27  
**Position Title:** Contract Officer  
**Opens:** 05/13/2021  
**Duty Location:** Carnegie, OK  
**Closes:** 05/24/2021  
**Salary Rate:** $64,480 - $72,800  
**Position:** Regular Full-time  
**Category:** Non-exempt

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**JOB SUMMARY:**

This position 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 Assistance 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. This position also monitors and maintains approved budgets to ensure budget compliance and proper allocation of funds and expenditures.

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

**Reports To:** Executive Director

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**HOW TO QUALIFY FOR THE JOB:**

**Education:** Must have Bachelor degree in Business Administrative or 5 years experience in monitoring Federal contracts and grants in Tribal or Federal Government.

**Experience:**

- Knowledge of the Indian Self-Determination and Education Assistance Act of 1994, as amended and regulations to enable the provisions of technical assistance 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.

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**EMPLOYEE BENEFITS AVAILABLE:**

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

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**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
- Positions are subject to random drug testing according to the Tribe’s Drug-Free Workplace Policy

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**HOW TO APPLY:**Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** hr@kiowatribe.org  
**Phone:** 580-654-6464  
**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

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*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. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*

**Executive Director Signature:** ____________________________  
**Date:** ____________________________