



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Contract and Grant Administration Assistant

Location: White Earth

Pay: \$28.90/DOQ

Benefits: Full

Open: 11-03-25

Close: 11-07-25

Status: Full-Time

The White Earth Business Committee is currently seeking a qualified candidate who will be responsible for assisting the Contract and Grant Administration Specialist with responsibility for the administration of contracts and grants for a variety of construction and non-construction projects for the White Earth Reservation.

Position Outcomes:

Procures architect/engineering firms and consultants through competitive proposals to meet bidding requirements and to select most qualified firm.

- Develop scope of work and ranking criteria.
- Prepare and submit requests for qualifications to firms
- Review and rank proposals with selection committee
- Present top ranked firm to the Tribal Council for review and approval
- Create contract documents for Tribal Council award.

Meets with A/E or consultant firm during design to assure that all the needs or wants of the Tribal Council and tribal programs are incorporated into the plan.

- Review and monitor progress
- Review payment requests, approve and issue payments
- Coordinate efforts with Natural Resources Department to ensure that all archaeological, environmental and other clearances are completed.
- Assist in all aspects of project planning

Procures construction contracts to meet federal bidding regulations and to select the most responsive and responsible contractors.

- Prepare bid documents to include specifications, drawings, clauses, etc.
- Prepare request for bid, advertise and send out bid packages.
- Conduct pre-bid and public bid opening. Review all bids. Select contractor and prepare contract for Tribal Council award.
- Attend pre-construction meetings and issue notice to proceed.
- Assure all procurement processes are in accordance with federal guidelines and individual agency requirements.

Administers construction phase of the contract to determine if the project is on schedule and meet the Tribal Council's expectations, to resolve any issues that may arise, and approve and process documents needed to keep the project running smoothly.

- Attend construction meetings, monitor progress schedule and discuss project progress and concerns to keep project moving forward to achieve timely completion of project.
- Provide proactive leadership in monitoring and assessing the performance of the project.
- Coordinate the compliance of LEED requirements and achieve LEED certification if applicable to the project.
- Evaluate requests for change proposals, negotiate prices, issue change order if proposal is acceptable.
- Review payment requests and process payments.
- Develop safety policy and ensure that safety standards are being adhered to during site visits.

- Assure that the punch list is completed and that all operations and maintenance manuals, warranties and release of claims are received prior to issuing final payment.
- Understand and enforce contractual responsibilities and contract documents requirements
- Help resolve contractor grievances or claims.

Responsible for the post-award activities associated with an assigned grant or contract to comply with all grant requirements and to ensure that it is completed in a timely manner.

- Maintain documents/spreadsheets in relation to grant expenditures
- Prepare and submit progress reports
- Prepare final narrative reports.
- Prepare and submit all closeout documents to ensure that project is finalized.
- Prepare correspondence, budget revisions, etc. as needed during project.
- Work with finance personnel in submitting financial reports
- Maintain excellent relationships with owners, architects, consultants, subcontractors and public. Work as a liaison with authorities and regulatory agencies.

Responsible for the award of the Indian Health Services Contract for White Earth Public Works Department. The Public Works Department is the General Contractor for this contract.

- Prepare and submit bid proposals for tribally contracted work.
- Negotiate prices with Indian Health Service.
- Review and approve all subcontractor payments.
- Prepare and submit payments requests to Indian Health Service.
- Ensure compliance with federal laws and regulations.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities Required:

- Knowledge of accounting principles and practices.
- Knowledge of the Tribal Council policies and procedures
- Knowledge of federal and state grant and contract requirements
- Knowledge of contract forms and contract clauses.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of how to direct and supervise staff, conflict resolution and how to conduct an evaluation.
- Skill in using personal computers and related software such as Microsoft Office (Word, Excel, Outlook), Paramount, Great Plains, and internet searches.
- Skill in the operation of office equipment, including copiers, fax machines and calculators.
- Ability to write reports, business correspondence, property and procedure manual updates and e-mails to staff regarding purchasing procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop requests for proposals, bid documents and advertisements.
- Ability to analyze proposals and select firms.
- Ability to analyze payment requests and process documents for payment
- Ability to meet with contractors to discuss progress and resolve issues.
- Ability to use logic and reasoning to review change orders, negotiate prices and issue change orders.
- Ability to assess projects for deficiencies and assure that they are corrected.
- Ability to calculate figures in budget development, payment processing, etc.
- Ability to review financial data.
- Ability to give direction to staff, answer questions regarding policies and procedures.
- Ability to train staff on the purchasing policies and procedures.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Qualifications:

- **4-year degree in Accounting or Project Management and 4 years' experience in project management or equivalent combination of education and project management.**
- **Must complete all training and receive certifications within 12 month of hire.**

Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

*EEO with Native Preference
A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | whiteearth.com