

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406/675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: cskt.org/personnel
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Engineering & Procurement Contract Specialist

LOCATION: Division of Engineering & Water Resources/DEWR Complex - Ronan, MT
Natural Resources Department

SALARY: \$27.92 to \$32.09 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays

CLOSING DATE: Monday, October 5, 2026 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Engineering & Procurement Contract Specialist is a full-time position under the direct supervision of the Compact Support Officer and the indirect supervision of the Division Manager. This position is responsible for all aspects of contracting within the Division, and also serves as the contract development expert within the Division.

DUTIES OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Serves as the procurement and contracting expert for architect and engineering (A&E) services, environmental services, and construction delivery services, supporting project managers and staff across the Division.
- Develop, in direct consultation with Division staff, solicitations for services including Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Indefinite Delivery/Indefinite Quantity (IDIQ).
- Develop, in consultation with Division staff, contract vehicles for procurement of A&E services, construction delivery services, environmental services, and other services as required.
- Develop various types of contract vehicles including, but not limited to, contracts tailored to specific projects, IDIQ contracts, template contracts based on Engineers Joint Contract Documents Committee (EJCDC), and other contract vehicles as required.
- Manage solicitation process, including communication within the Division and with solicitation respondents.
- Manage contract processes and the necessary documentation including coordination with the Contractor, Division staff, Tribal administrative programs, and Tribal Legal Department staff.
- Maintain up-to-date understanding of Federal and Tribal solicitation, and Engineering Practice solicitation and contracting process; Communicate best practices to project managers and staff within the Division.
- Ensure contract packages are complete and in conformance with Tribal policy and Ordinances.
- Ensure completed contract packages are properly routed within the Division and Tribal Organization.

- Work with project managers to ensure all submittals are received in a timely manner.
- Work with project managers and Division administrative staff to ensure contracts are associated with correct budgets.
- Manage ongoing contract requirements including bonding, insurance, modifications, task order updates, closeout requirements, and ongoing contract issues.
- Support project managers and Division staff to ensure active contracts are in compliance with contract terms, and support Division and Tribal Legal Department staff to implement corrective actions as required.
- Work with Indian Preference Office to ensure solicitations, contracts, and contractors are compliant with the Indian Preference Ordinance.
- Maintain a comprehensive tracking database for all contracts to include key timelines and milestones related to specific contracts.
- Lead coordination across the Division to develop costs per category of activity, allowing the Division to develop cost curves for A&E and construction delivery projects.
- Complete administrative work associated with the position.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Must possess a Bachelor's degree in accounting, business, contract management, economics, engineering, finance, law or related field **and** have a minimum of three (3) years of directly relevant work experience.
- Significant knowledge in contract administration and government contracting.
- Knowledge of general business practices, contracting mechanisms, and Tribal and Federal policy related to project solicitation and contracting.
- Possession of a valid driver's license.
- Required to successfully complete a certified defensive driving course approved by the department upon hire and every three (3) years thereafter.
- Must wear Tribal Government identification and safety gear during field activities.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming Veteran's preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Pamela Dusty Bull Askan – Compact Support Officer for the Division of Engineering & Water Resources (DEWR) at 406/675-2700 Ext. 6211.