

## **Tolowa Dee-ni' Nation**

### **Position Description**

**Title:** Procurement Specialist  
**Class:** Non-Management  
**Status:** Full-time  
**Supervisor:** Fiscal Manager  
**Effective Date:** July 27, 2017

**Dept:** (05) Fiscal  
**FLSA:** Non-exempt  
**Pay Grade:** 7-8 (\$18.15 to \$28.68)  
**Subordinates:** None  
**Grant Funded:** No

#### **Position Summary:**

The Procurement Specialist will be responsible for the acquisition of all supplies, materials, equipment and contracted services. This position will be offered the opportunity to work independently to implement cost savings and optimize purchasing methods and standards for all Governmental Departments.

#### **Essential Duties and Responsibilities:**

1. Ensure that all procurement is efficient, effective and complies with all Tolowa Dee-ni' Nation procurement policies.
2. Implement and utilize the General Service Agency (GSA) purchasing program.
3. Analyze the requirements of the commodity, including preliminary specifications, preferred suppliers, and date commodity is needed.
4. Establish and maintain an approved vendor list and renew periodically as appropriate
5. Solicit and evaluate proposals for the requested commodity
6. In all procurement activities to the greatest extent feasible, provide preference to Indian-owned enterprises and organizations.
7. Implement purchase contracts that comply with Tolowa Dee-ni' Nation policies.
8. Maintain timely control of orders, amendments, shipping notices, and other documents to assure accurate retention of records.
9. Promote competition in all procurement activities and ensure that the lowest or most favorable prices are utilized.
10. Assure that commodities are delivered on schedule at the negotiated price and meets quality standards.
11. Establish and maintain a list of personnel to be authorized purchasers with established vendor accounts.
12. Maintain the integrity and quality of the procurement system.

13. Ensure that the procurement policy is in full compliance with applicable federal standards and regulations along with any applicable state and local laws.
14. Temporary or permanent duties and responsibilities maybe added to, or modified as deemed necessary.

**Supervisory Responsibilities:**

None

**Minimum Qualifications:**

1. Must be able to perform all essential duties and responsibilities.
2. Must be knowledgeable in Microsoft Office Suite with an emphasis in Excel
3. High School Diploma or GED plus two years of higher education (AA preferred) and five years of experience in procurement activities or related field required.
4. Minimum of 3 years previous experience in areas related to essential duties and responsibilities
5. Must submit to and pass a pre-employment drug and alcohol screen.
6. Qualified American Indian Preference applies.

**Preferred Knowledge:**

Comprehensive knowledge of the history, culture and organization history of the Tolowa Deeni' Nation and the Tolowa people is preferred.

**Language Skills:**

Ability to read, analyze and interpret technical manuals and regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

**Vision Requirements:**

- 1. Close vision (clear vision at 20 inches or less).
- 2. Distance vision (clear vision at 20 feet or more).
- 3. Color vision (ability to identify and distinguish color).

**Work Environment:**

The work is generally performed indoors under normal office conditions and the noise level in the work environment is usually moderate,(examples: business office with computers and printer light traffic).

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies all employees must be in good standing with TDN and its entities. Past employment may be taken into consideration.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_