THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC02615049** DATE POSTED: **02/02/18**

POSITION NO: 211062 CLOSING DATE: **02/15/18**

POSITION TITLE: **BUYER**

DEPARTMENT NAME / WORKSITE: Office of the Controller / Purchasing Services Department / Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: ☑ GRADE/STEP: AI58A

WORK HOURS: 8am - 5pm. PART TIME: ☐ NO. OF HRS./WK.: $ $ 24,731.20 PER ANNUM

SEASONAL: ☐ DURATION : $ 11.89 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Receives purchase requisitions; verifies specifications, compares cost and evaluates the quality and suitability of supplies materials and equipment; verifies authorization approval; determines and initiates the bidding process, requests for price quotes or advertising; prepares Request for Direct Payment (RDP) when needed; processes regular requests utilizing vendor source lists; making sure compliance is applicable with the procurement policies and procedures.

Prepares purchase order, ensures vendors meet all specifications and requirements; evaluates and negotiates bids where possible; selects and notifies vendor of purchase award; monitors vendor compliance with contract; ensures timely payment upon receipt of product; maintains records

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; three (3) years of experience in the field of procurement/purchasing experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Must have knowledge of Navajo Nation Procurement process and procedures, bidding requirements, basic mathematical calculations, computer hardware, software. Skills in accurate and timely processing purchase requisition for bidding and advertising. Skill in analyzing, evaluating and interpreting specifications and bids, good work relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.