

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02617613
POSITION NO: 211062
POSITION TITLE: _____

DATE POSTED: 04/10/19
CLOSING DATE: 04/30/2019 5:00pm

BUYER

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

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR58A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>25,355.20</u> PER ANNUM
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	\$ <u>12.19</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Receives purchase requisitions; verifies specification, compares cost and evaluates the quality and suitability of supplies materials and equipments; verifies authorization approval; determines and initiates the bidding process, requests for price or advertising; prepare 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 vendor meet all requirements; evalutes 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 for all purchase orders.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years of experience in the field of procurement and 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 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. Sensitive position therefore a background check is require.

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