

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07211810

DATE POSTED: 04/11/16

POSITION NO: 243789

CLOSING DATE: 04/22/16

POSITION TITLE: Buyer

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB58A

WORK HOURS: 40 PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 11.60 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Receives purchase requisitions; verifies specifications and requirements with requesting agency; compares costs and evaluates the quality and suitability of supplies, materials and equipment; verifies authorization approval; determines and initiates bidding process, requests for price quotes or advertising; locates sources of supply and places orders; prepares Requests for Direct Payment (RDP) when needed; processes regular requests utilizing vendor source lists; ensures compliance with applicable procurement policies and procedures.

Assists in preparation of contracts; ensures vendors meet all specifications and requirements; evaluates and negotiates bids where possible; selects and notifies vendor of purchase award; assist in monitoring vendor compliance with contract; ensures timely payment upon receipt of product; meets and corresponds with vendors and keeps informed on new products and market conditions and trends; maintains records and files in accordance with regulations; attends meetings, training and vendor shows.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of responsible purchasing experience.

Preferred Qualifications:

- Experience working with Office of Management Budget (OMB) circulars.
- Proficient in Microsoft Office or other computer applications.
- Experience making oral presentations.

Special Requirements:

- Possess a valid state driver's license.

(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:

Knowledge of Navajo Nation Procurement processes and procedures; knowledge of bidding requirements; knowledge of basic mathematical calculations; knowledge of general office practices and procedures; knowledge of computer hardware, software and peripherals; knowledge of customer service and public relations practices; knowledge of sources of supply, market and price trends for a variety of materials, supplies and equipment.

Skill in accurately and timely processing purchase requisitions for bidding and advertising; skill in analyzing, evaluating and interpreting specifications, contracts and bids; skill in negotiating bids and contracts; skill in utilizing public relations techniques when responding to requests, inquiries and complaints; skill in establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

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