

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH07218599 DATE POSTED: 09/09/19  
POSITION NO: 243789 CLOSING DATE: 09/27/2019 5:00pm  
POSITION TITLE: Buyer  
DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AR58A  
WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 25,355.20 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.19 PER HOUR  
NON-SENSITIVE  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

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and three (3) year of responsible 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:**

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

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