THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC0288319 **DATE POSTED:** 11/18/13
POSITION NO: 211062 **CLOSING DATE:** 12/03/13
POSITION TITLE: BUYER
DEPARTMENT NAME / WORKSITE: OFFICE OF THE CONTROLLER/PURCHASING SECTION
WORK DAYS: Mon - Fri **REGULAR FULL TIME:** ☑ **GRADE/STEP:** Y58
WORK HOURS: 8:00am - 5:00pm **PART TIME:** ☐ **NO. OF HRS./WK.:** 40 **$** 23,420.80 **PER ANNUM**
SEASONAL: ☐ **Duration:** **$** 11.26 **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 orders, ensures vendors meet all specifications and requirements; evaluates and negotiates bids where possible; selects and notifies vendor compliance with contract; ensures timely payment upon receipt of product; maintains records and files in accordance with regulations, attend meeting, provide presentation.

QUALIFICATION REQUIREMENTS:
Education, Experience and Training:
A high school diploma or GED; and three (3) years of responsible purchasing experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.
(In order 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:
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 working relationships.

Special Requirements:
PREFERRED: Have some knowledge in Office Management Budget Circulars. ***This position is a sensitive position, therefore a Background check and suitability assessment is required prior to employment.***

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

Revised: 9/19/13