



THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM



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. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.

POSITION TITLE: Buyer 245053

REQUISITION NO: OOC02889648

DATE POSTED: 10/23/2025

POSITION NO: 245053

CLOSING DATE: 11/6/2025

DEPARTMENT: Office of the Controller - FRF

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CL61A

WORK HOURS: 8AM - 5PM

ANNUALLY: \$40,381.92

SENSITIVE: Yes

HOURLY: \$19.34

DUTIES AND RESPONSIBILITIES:

Receives order requisitions and purchase requisitions; verifies specifications and requirements with requesting agency; verifies funds availability; 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; ensures that all required forms are attached; ensures that required signatures and approvals are obtained; issues purchase or blanket orders in Financial Management Information System (FMIS) for goods to be received; processes regular requests utilizing vendor source lists; ensures compliance with applicable procurement policies and procedures; researches and analyzes miscellaneous order requisitions and blanket purchase orders. Process receipt of goods for open orders. Ensures vendors meet all specifications and requirements; evaluates and negotiates bids where possible; attends bid meetings as requested and ensures compliance when present at bid meetings by keeping record of sign-in sheets, meeting notes and bid tabulations; conducts Navajo Nation Procurements Rules and Regulations training when requested; monitors vendor compliance with purchase agreements; ensures timely payment upon receipt of product; ; maintains records and files in accordance with regulations; prepares required reports; attends meetings, training and vendor shows.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; supplemented by college level courses in bookkeeping, accounting or related field; and three (3) year of responsible bookkeeping, accounting, purchasing experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

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

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of Navajo Nation Procurement Act, Procurement Rules and Regulations, OMB Uniform Guidance

(2 CFR Part 200), Navajo Purchase Card Policies and Navajo Nation Budget Instructions Manual.

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.

Strong interpersonal and communication skills.

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.

Demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.

Demonstrate exceptional ability for attention to detail.

Demonstrate a sense of urgency in processing payments and strong aptitude for problem solving.

Demonstrate time management for assigned tasks.

Ability to perform analytical and monitoring duties.

Ability to meet deadlines and achieve/maintain productivity levels.

Ability to communicate with internal staff and external vendors/customers in a professional manner.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW: