

BUYER

DEFINITION: Under general supervision, performs work of moderate difficulty in arranging volume purchasing of equipment, materials and supplies for the Navajo Nation; reviews order requisitions, obtains bids, request price quotes, places orders; verifies cost information, processes purchasing document, establishes records, reviews documents for compliance with purchasing criteria and processes a variety of purchase documents; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives order 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 order 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.

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; meets and corresponds with vendors and keeps informed on new products and market conditions and trends; maintains records and files in accordance with regulations; prepares required reports; attends meetings, training and vendor shows.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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.

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Ability to meet deadlines and achieve/maintain productivity levels.

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail in a standard office environment.

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 Requirement:

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

PREFERRED QUALIFICATIONS:

- An Associate's degree in Accounting, Finance, Business Administration or related field.
- Experience working with Office of Management Budget (OMB) circulars.
- Proficient in Microsoft Office software or other computer applications.
- Experience making oral presentations.

Supplemental Requirements:

Incumbent must obtain a JD Edwards FMIS Certification within 30 days of date of hire and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.