



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 147-19**

**OPENING DATE: 08/08/2019**

**CLOSING DATE: 08/23/2019**

**POSTED: IN & OUT**

**POSITION:** Travel Coordinator  
**PAY GRADE:** NE7  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Procurement  
**REPORTS TO:** Procurement Director  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Plans and processes travel reservations for all tribal employees including transportation, hotel/motel reservations, rental car and shuttle arrangements. Provides administrative and clerical support as needed.

**JOB DUTIES:**

- Reviews all requests for travel to ensure all signatures necessary are on the paperwork, as well as information necessary to make the most economical travel arrangements.
- Obtains the lowest airfare consistent with a schedule required for the employee to perform their duties.
- Keeps abreast of GSA rates; ensure GSA rates are followed for meals and lodging; assures employees are entitled to GSA airfares.
- Maintains complete and accurate files of current airfares, negotiated hotel/motel rates, rental car agreements, past travel, emergency travel credit card charges, cancelled airline flights, cancelled credit available and cancelled airline credit.
- Contacts vendors to request W-9, quotes, invoices, hotel authorization forms, registration forms and payment information.
- Reviews incoming purchase requisitions; ensures accuracy and completeness including required signatures, funding codes, clarity, delivery information, taxes, shipping costs and proper authorization.
- Accepts bid packets; stamps date and time, requests bids for departmental purchases and inputs purchase requests into MIP system.

- Performs vendor setup in MIP; enters W-9 information and signs out/in vendor cards to departments as needed.
- Indexes purchase orders in Liberty.
- Reconciles and audits both pre and post travel paperwork and determines whether the tribe owes the traveler funds or vice versa and processes the paper work through to accounts payable or accounts receivable.
- Assists in maintaining the procurement filing system.
- Answers purchasing and travel questions and assists in problem solving.
- Works with accounts payable and accounts receivable to make sure payments are issued or credited to right accounts.
- Reconciles the monthly credit card statement for travel purchase charges, registration costs, membership fees, MIS network fees, licensing costs and POI emergency purchases.
- Functions as office receptionist and answers and directs incoming phone calls.
- Assists department staff with input of purchase orders.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- High School Diploma/GED.
- Three years' related experience making travel arrangements.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of POI travel and GSA policies.
- Knowledge of Procurement Processes and Procedures.
- Knowledge of bidding requirements and specifications.
- Skill in operating various word-processing, spreadsheets, database and procurement software programs in a Windows environment.
- Skill in researching flight and hotels on the internet.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing, evaluating, and interpreting specifications, contracts, and bids.
- Skill in the application of negotiating skills.
- Skill in using customer service and public relations when responding to requests, inquiries and complaints.
- Ability to learn procurement software program.
- Ability to make sound and practical business decisions using good judgment.

- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.