



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

**POSTING NO: 105-20**

**OPENING DATE: 06/30/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Director, Procurement  
**PAY GRADE:** E10 (\$32.09/hr.-\$46.53/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Procurement  
**REPORTS TO:** Treasurer  
**BACKGROUND LEVEL:** High Public Trust

**JOB PURPOSE:** Achieves the Procurement Department goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the accurate, timely and proficient provision of purchasing services to meet the needs of the Pueblo through the centralization of procurement activities; secures all contracts for the Pueblo of Isleta.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Plans, directs, and monitors department productivity and quality goals.
- Develops, maintains and implements Pueblo of Isleta procurement policies and procedures.
- Receives bid packages, and conducts bid openings to all interested parties including POI departments and all interested vendors.
- Prepares packages including Request for Quote, Request for Proposals and Invitation to Bid for proposed projects; completes the solicitation process through contract award.
- Conducts contract pre-award conferences.
- Resolves vendor or contractor grievances, and claims against suppliers.
- Locates vendors of materials, equipment or supplies, and interviews them in order to determine product availability and terms of sales.
- Administers contracting process; negotiates contract terms and conditions, pricing and delivery; determines contract type and contracts documents to be applied.

- Ensures contract files are complete in order to comply with necessary programs and requirements.
- Meets with departments in order to provide all aspects of acquisition planning.
- Ensures compliance with specific grant requirements in the procurement of goods and services.
- Provides assistance to departments in the formation of contract scopes of work and understanding and following procurement policies; provides immediate assistance in emergency situations.
- Establishes lists of preferred vendors and assists in negotiation of pricing agreements.
- Reviews, approves, and finalizes purchase orders.
- Participates in the development of specifications for equipment, products or substitute materials.
- Develops and updates procurement process checklists to be used in contract formation in order to ensure compliance with established guidelines.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Maintains current working knowledge of trends in purchasing.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to department goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Conducts evaluation of procurement activities to continually look for process improvement opportunities.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Manages Procurement staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional staff.
- Coordinates training, orientations and continuing education of staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Accounting, Finance, or related field.
- Five years of progressive work experience in Purchasing/Procurement, three years in a supervisory capacity.
- 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.
- Must have fingerprinting completed prior to employment.

**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 budget preparation.
- Knowledge of federal contracting and bidding proposals.
- Skill in using Liberty and MIP software.
- Skilled in negotiation practices.
- Skilled in researching and preparing highly complex specifications, solicitations and contract documents.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to maintain the integrity of the pueblo procurement process.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- 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 create and present effective speeches and presentations.
- 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.