



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

POSTING NO: 176-23

OPENING DATE: 03/19/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Buyer
PAY GRADE: E4 (\$23.91/hr. - \$33.48/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Procurement
REPORTS TO: Director, Procurement
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Purchases equipment, materials and supplies for the Pueblo of Isleta by coordinating the procurement of goods and services according to established policies and procedures.

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:

- Review prices, quality, availability, and reliability in the selection of vendors.
- Analyzes purchase requisitions for accuracy, clarity, delivery information, taxes, shipping costs, authorization, and other criteria as needed.
- Verifies the method of pricing to be utilized, as needed, by federal or state contracts and/or through direct contact with the vendor.
- Process requisitions, prepares and issues purchase orders, ensures accuracy through proofreading, places order by mail, telephone, fax, or email, and confirms order was received.
- Reviews bids and quotations for clarity and completeness and handles all correspondence related to the bids and quotes.
- Maintains procurement follow-up system to ensure prompt delivery as scheduled.

- Monitors workflow to ensure purchase orders and other assignments are followed to completion and closing.
- Maintains a cordial and professional relationship with vendors, co-workers, and the general public.
- Provides information to staff and vendors on how to facilitate the purchasing process.
- Prepares and assists tribal department in the preparation and development of request for quotes proposals and invitation for bid solicitations including creating scope of work and specifications.
- Reviews solicitation and arranges for advertisement.
- Solicits and evaluates proposals including applying appropriate negotiation, cost and price analysis techniques, using available expertise from supporting organizations; implements purchase contracts following applicable company and government regulations.
- Conducts public bid openings as required.
- Prepares a variety of written materials including Notice of Awards, agendas, amendments, modifications, change orders, and vendor correspondence.
- Processes documents and materials including bid specifications, information to bidders, bid tabulations, general or special provisions for the purpose of distributing information.
- Maintains and updates files including active/bidder source files and a wide variety of records for providing up-to-date information reference and audit trailing formation.
- Processes purchase orders; revises and modifies, liquidates or deletes and authorizes orders as needed.
- Maintains current working knowledge of trends in purchasing.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Business or related field.
- Three years' experience in purchasing.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- 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 budget preparation.
- Knowledge of the Pueblo of Isleta 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 preparing, reviewing, and analyzing operational and financial reports.
- 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 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 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.