

**YUOK TRIBE-JOB DESCRIPTION
PROCUREMENT MANAGER**

Job Title:	Procurement Manager				
Job Grade:	12	FLSA Status:	Exempt	Location:	Eureka
Department:	Fiscal		Branch:	Executive Office	
Reports To:	Chief Financial Officer				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$79,913.60 - \$104,270.40				

POSITION SUMMARY:

The Procurement Manager is responsible for delivering timely, cost effective and compliant purchasing services for all Tribal Government departments. As the principal manager of the procurement function, the Manager is charged with developing and maintaining responsive, cooperative, productive working relationships among an array of constituents including Tribal Council, Tribal Administration, directors, departments, staff, and vendors.

DUTIES AND RESPONSIBILITIES:

1. Supervise staff, prioritize and assign work, conduct performance evaluations, ensure staff are trained and follow policies and procedures, maintain a healthy and safe working environment, make hiring, termination, and disciplinary recommendations.
2. Develop, implement, and evaluate strategic program objectives, policies, and procedures; interpret and apply policies and procedures.
3. Establish beneficial partnerships internally and with key Tribal vendors.
4. Introduce cost reduction and vendor performance improvement programs.
5. Initiate strategic sourcing and alternate supplier qualification.
6. Train staff to comply with 2CFR200 and Tribal policies and procedures.
7. Identify, disclose, and manage all real and apparent Conflicts of Interest through elimination, mitigation or waivers.
8. Manage total annual spend of \$35 million minimum for goods and services.
9. Train, control and direct the activities of Procurement staff regarding taxation and 2CFR200 including Tribal reservation receiving versus pick up at vendor site, tribal tax exempt status, and taxes /fees chargeable by the Tribe to contractors.
10. Review purchase requisitions for authorization and/or unusual usage.
11. Approve all purchase orders in the Tribe's accounting system.
12. Determine method of procurement i.e. direct purchase, lease, bid or sole source in compliance with 2CFR 200 and Tribal Procurement Policy.
13. Consult and mentor staff regarding timely, safe, quality procurement and professional inter department communication.
14. Audit purchasing history and follow up with departments/programs to assist in developing and monitoring contracts to ensure that cost objectives, budgets and Tribal interests are protected.
15. As required, develop policies, procedures and systems to ensure verification of incoming shipments, costs, product quality, delivery performance, and inventory quantities.

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- 16.** Select products and equipment by testing, observing or examining items and evaluating performance/cost.
- 17.** Attend pre-bid conferences with prospective bidders to ensure that all operational, legal and technical requirements are understood.
- 18.** Analyze complex bids and proposals submitted by vendors and perform cost and value analysis. Maintain fiscal controls for projects and programs including budgets, forecasts and periodic reviews of revenues/expenditures.
- 19.** Establish minimum and maximum inventory levels and reorder quantities.
- 20.** Perform other duties of a similar nature or level as requested by the Chief Financial Officer.

SUPERVISORY RESPONSIBILITIES:

Perform the full range of supervisory duties and responsibilities of the Procurement Staff. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work plans and evaluates performance of subordinates. May take disciplinary action, in conjunction with the Chief Financial Officer, when necessary in accordance with the personnel policies.

MINIMUM QUALIFICATIONS:

- 1.** Must have knowledge of Bid and Contract Preparation and Management Code of Ethics.
- 2.** At least 5 years experience with computerized accounting programs.
- 3.** Must have knowledge of accounting practices and procedures for governmental procurement.
- 4.** Must have demonstrated the ability to negotiate issues with vendors, customers, and others such as changes in the scope of contract, reasonable delays, fiscal considerations, and liability.
- 5.** Must be able to learn or have knowledge of Microsoft Word, spreadsheets, and the Tribe's accounting system.
- 6.** Must be able to learn or have knowledge of purchasing methods and techniques such as requests for quotations, oral solicitations to procure items via competitive open market processes.
- 7.** Must have extensive body of accessions regulation, method, procedures and business practices to purchase items involving specialized requirements, and/or complex standard requirements.
- 8.** Must pass a typing test with 40 wpm or more.
- 9.** Must have 3 years supervisory experience.

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EDUCATION/EXPERIENCE:

Bachelor’s Degree in Business Administration, Public Administration, Purchasing, Finance or Supply Chain Management and minimum seven (7) years’ experience in Procurement, including three (3) years of verifiable accomplishments as a manager.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. When necessary, must be able to lift 25 to 50 pounds.
4. May be subject to a comprehensive background check.
5. Must have a valid Driver’s License.
6. This position will require the incumbent to work non-traditional hours, nights, and weekends.
7. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
8. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
9. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee may occasionally lift and/or move up to 50 pounds.
10. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage,

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procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date