



Yurok Tribe

Job Description

JOB TITLE:	Buyer II		
JOB GRADE:	8	REPORTS TO:	Procurement Manager
STATUS:	Non-Exempt	LOCATION:	All Areas
DEPARTMENT:	Fiscal	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$24.88-\$32.47		

POSITION SUMMARY:

Under the general direction of the Procurement Manager, the Buyer II will perform work of moderate difficulty purchasing parts, materials, supplies, equipment, services, or construction for the Yurok Tribe.

DUTIES AND RESPONSIBILITIES:

1. Processes department-initiated purchase requisitions in the product categories assigned using Tribal procurement procedures, policies, and safeguards.
2. Maintain product specifications lists; develop new specifications and product alternatives.
3. Review purchase requisitions for accuracy and completeness.
4. Recommend product source and product specifications modifications.
5. Assure competitive procurement policies are followed.
6. Seek additional price quotations as needed.
7. Maintain vendor files and product source list; seeks out additional sources.
8. Prepare requests for price quotations and assist in the preparation of Requests for Bids (RFB's).
9. Prepare purchase orders using the Tribe's accounting system.
10. Review price quotations and make recommendations regarding purchase awards.
11. Ensure timely delivery of goods and services as outlined in the purchase order.
12. Verify price and ensure product specifications are followed.
13. Reconcile evidence of receipt with purchase orders.
14. Aid departmental staff in initiating procurement needs.
15. Screen for government surplus supplies and equipment as needed.
16. Conduct cost-effective analysis of various purchases and service contracts as needed.
17. Notify vendors of purchase orders issued and bids awarded.
18. Keep accurate records on suppliers, commodities, purchasing statistics and financial analysis of bids, purchases, and product or service demographics.
19. Maintain an open competitive procurement process in a cost effective and timely fashion.
20. Negotiate issues with vendors, customers, and others such as changes in the scope of contract, reasonable delays, fiscal considerations, and liability.
21. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Bachelor's degree in related field with one year job specified experience or associate degree in business management, Accounting, Finance, or related field, three (3) years of experience as a buyer, preferably in a tribal government procurement.
2. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.

3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

1. Must have knowledge of Bid and Contract Preparation and Management Code of Ethics.
2. At least 3 years' experience with computerized accounting programs.
3. Must have knowledge or willingness to learn accounting practices and procedures for governmental procurement.
4. Must be able to learn or have knowledge of Microsoft Word, spreadsheets, and the Tribe's accounting system.
5. 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.
6. Must have extensive body of accessions regulation, method, procedures, and business practices to purchase items involving specialized requirements, and/or complex standard requirements.
7. Must pass a typing test with 40 wpm or more.
8. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

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.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employees will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

