

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-80**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Purchasing Supervisor
OPENING DATE:	January 11, 2019
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Accounting
SALARY RANGE:	E-13; \$38,421 - \$57,632

Position Summary:

Under general direction of the Chief Financial Officer, the Purchasing Supervisor plans, organizes, and directs functions related to acquisition and delivery of goods and services for the Pueblo of Laguna in accordance with established policies and procedures. Supervises purchasing and warehouse staff; provides guidance and support services to programs regarding procurement processes and procedures. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops and implements a strategic plan of operation to maintain an efficient and effective purchasing department. Develops, administers, and coordinates procurement and inventory procedures and processes.
- Evaluates current policies to determine effectiveness and fulfillment of strategic plan and program objectives; offers suggestions/recommendations for revisions.
- Reviews and analyzes processes on obtaining vendor quotes and on maintenance of warehouse stock levels; develops recommendations to update/revise processes.
- Obtains and analyzes vendor inquiries, performs cost analysis, analyzes price and market trends, negotiates prices and terms with suppliers; recommends suppliers based on cost, quality, and delivery competitiveness.
- Studies market prices and trends and advises supervisor of issues pertinent to the Pueblo.
- Maintains comprehensive files; provides required documentation and audit trails for compliance.
- Communicates with programs/departments and vendors to fulfill needs by coordinating activities and programs, resolving issues and conflicts and exchanging information.
- Coordinates, plans, and oversees inventory control procedures.
- Ensures timely and accurate entry of goods received into the accounting system.
- Supervises work of and communicates values, goals, objectives, and activities to assigned staff.
- Provides technical assistance to managers and directors.
- Evaluates staff performance; promotes accountability and good customer service.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

Associates Degree in Business Administration, Economics, or related field required. Five years of progressive work experience in computerized purchasing, shipping, and stock inventory required. Three years of supervisory experience required. A combination of relevant education and directly related experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Purchasing Supervisor is designated as a High Risk Public Trust (HRPT) position.

Job Announcement No. 2018-80 Purchase Supervisor

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit History & Bonding	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of and skill in program planning and development of comprehensive policies, procedures, and processes.
- Knowledge of and skill in price, delivery, etc. negotiations in goods and services purchases.
- Knowledge of methods, practices, and procedures of purchasing, warehousing, inventory control and delivery.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain confidentiality; demonstrate high moral character, self-responsibility, and accountability.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Skill in computer use, including Word, Excel, Outlook, and PC-based computerized procurement software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES