



<b>Job Position:</b> Procurement Officer	<b>Status:</b> Full-Time/Exempt
<b>Division:</b> Administration	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> July 27, 2020	<b>Closing Date:</b> Open Until Filled

### **Job Description**

**Summary:**

The Procurement Officer will oversee purchases and handle more complex procurement tasks, including managing and coordinating all aspects of procurement of materials and/or services.

**Essential Duties and Responsibilities** include the following.

- Develops and manages all aspects of the procurement of goods and services for the Tribe.
- Leads strategically critical projects that bring exceptional value to the tribal government through total cost reduction, key supplier relationships, commodity focus, supplier consolidation, cost/benefit financial analysis, and supplier quality management.
- Ensures compliance with government and appropriate corporate policies and procedures for purchasing/subcontract activities.
- Develops and implements policies and procedures to assure departmental effectiveness and compliance with the Finance and Compliance department
- Obtains purchasing specifications for programs based on functional requirements.
- Determines purchase requirements; generates and reschedules purchase orders for sourced goods.
- Prepares required reports; provides detailed analysis of purchased goods.
- Monitors inventory position levels against internal forecast and customer orders to maintain acceptable safety stock
- Maintains vendor evaluation program and reports on on-time delivery, quality, and responsiveness.
- Identifies, documents, and implements opportunities for continuous improvement.
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Directly supervises employees within the janitorial department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities for the janitorial crew include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Performs other related duties as assigned by the Tribal Administrator.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical**-- Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management**--Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

- **Change Management**—Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results
- **Business Acumen** Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness**--Works within approved budget; Develops and implements cost saving measures; Maximize revenue for the tribal government; Conserves organizational resources.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to interpret and negotiate contracts and procurement documents.
- Proficient in Purchasing systems, preferably Microix
- Proven leadership and business acumen skills

### **Education/Experience:**

- Bachelor's degree in Business Administration and Construction Management, Logistics and or related field or equivalent
- 6 years of verifiable experience or equivalent of education and experience in procurement as a project manager or Logistics Officer; experience in logistics

### **Certificates and Licenses:**

- Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- Must successfully pass a criminal background check.

### **Supervisory Responsibilities:**

This job has supervisory responsibilities.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Employee may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

*This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS**

**SELECTION PROCESS:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**150 Melacon Rd.**  
**Marksville, La. 71351**  
**OR**  
**HR@tunica.org**