



JOB VACANCY ANNOUNCEMENT

LOCATION : Procurement Department – Fort Defiance, Arizona
SALARY : \$29.3473 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the third of three levels in the Procurement series. Incumbents manage and direct the activities of NHA's Purchasing Department. Work at this level is primarily managerial in nature, which includes: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained and follow all established policies and procedures; and making hiring, termination, and disciplinary recommendations. Additional responsibilities may include establishing departmental goals, objectives and operating procedures consistent with professional purchasing and contract administration rules and regulations; preparing monthly operating reports; administering the P-Card program; and directing the filing and processing of Indian Preference applications. Incumbents may specialize in either the Purchasing or Contracts functions. The Procurement Manager is distinguished from the Procurement Analyst by its overall Department management responsibilities. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Performs a variety of administrative activities, which may include: making travel arrangements; scheduling and coordinating meetings; updating operational policies and procedures; attending meetings; and/or performing related duties.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; training staff; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Manages the operations and activities of the purchasing function, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and/or standards; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards. Provides overall strategic leadership, and implements cost-effective and innovative approaches to sourcing, purchasing, and distribution strategy for long-term and short-term objectives.
- Maintain and updates the Procurement Policy & Procedures periodically to provide an efficient and effective purchasing operation.
- Coordinates the preparation, administration, and monitoring of contracts which includes maintaining vendor relationships, resolving contract and invoice discrepancies, managing the bidding process; negotiating contracts; reviewing and approving bids and requests for service; and evaluating and minimizing contractual risk as necessary. Certifies and conducts background checks of contractors, consultants, vendors, and suppliers.
- Prepares, reviews, interprets and analyzes a variety of information, data, and reports related to costs, quality, quantity, quotations, bids and specifications, and standardization of materials; makes recommendations based on findings; works with Procurement team to select vendors and contractors who can provide exceptional services and pricing; manages vendor relationships and track performance, reviews, and processes and maintain files on request for Indian Preference Qualifications and Statement applications.
- Performs other duties of a similar nature or level.



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Required Skills:

- Managerial principles;
- Purchasing methods and procedures;
- Inventory management principles;
- Customer service principles;
- Bidding processes;
- Negotiation techniques;
- Project management principles;
- Applicable Federal, State, and local laws, rules, and regulations;
- Computers and related software applications.
- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Preparing and reviewing product bids;
- Managing and monitoring contracts;
- Negotiating contracts;
- Preparing and maintaining a variety of records and reports;
- Using a computer and related software applications;
- Interpreting and ensuring compliance with applicable Federal, State, and local laws, rules, and regulations;
- Managing projects;
- Communication, and interpersonal skills as applied to interaction with subordinates, co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Required Experience:

- Bachelor's degree in business administration, contract administration, accounting, or related field;
- Five or more years of contract administration, including three or more years of supervisory experience; or an equivalency
- Certified Purchasing Manager
- Valid Driver's License

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.