



OFFICE OF FINANCIAL MANAGEMENT

PROCUREMENT TECHNICIAN

INTRODUCTION: This position is responsible for maintaining the purchase order system, procurement of goods and services in support of the Procurement & Property Unit, Office of Financial Management. The incumbent performs duties of moderate difficulty requiring knowledge and skill in procurement standards, basic accounting, methods, techniques, process and applicable tribal, state and federal policies & procedures.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Reviews requisitions and supporting documents for accuracy of information and compliance with established policies and regulations; contacts vendors to obtain and verify price quotations as necessary; determines if vendor services and goods are in compliance with existing standards; processes purchase orders.
2. Liaise with program staff, accountants, vendors, supply warehouseman and appropriate personnel regarding procurement of goods and services; provides necessary assistance to obtain goods and services from established vendors or by establishing new contacts.
3. Assists with credit applications for signature by supervisor; provides all necessary documents to be sent to vendor to establish new account; and maintains vendor file.
4. Works closely with programs in making and confirming airline reservations; and provides itinerary and travel information to appropriate parties.
5. Assists in conducting annual physical inventory as needed.
6. Assists in maintaining the Hopi Tribe's Central Store/Supply office, i.e. issue supplies, receive shipments, sign receiving reports, stock central stores, record transactions using inventory module and accounts receivable module of the financial accounting software.
7. Prepares correspondence and other documents as may be required, receives telephone calls and office visitors, responsible for efficient and effective records management practices of correspondence and purchase order logs, files, etc.; and provides other routine clerical and reception duties.
8. Performs other duties as assigned or authorized to achieve office goals and objectives.

COMPLEXITY: The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved. The chosen course of action must comply with established policies and procedures.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Property & Procurement Supervisor. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source materials. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations, problems or unfamiliar situations to the supervisor for assistance.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, villages, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of resources.

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The work involves some physical exertion such as bending, stooping and lifting objects in excess of 10 lbs. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Two (2) years post high school with emphasis in business courses;

AND

B. Experience: Two (2) years experience in any clerical or procurement performing similar duties as prescribed;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of the Hopi Tribal organization & functions
- Knowledge of clerical, purchasing, requisitioning and basic accounting/ bookkeeping methods, practices and procedures
- Knowledge of computer operations, automated office records management systems and procedures
- Good customer service principles, practices and quality standards

B. Skills :

- Good verbal and written communication skills to prepare correspondence, reports and give/receive instructions
- Skill in operating basic office equipment/machines, personal computers, related software program and MOM system

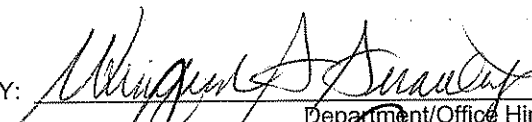
C. Abilities :

- Ability to communicate with other employees, customers and the public in one-to-one or group-setting
- Ability to organize, prioritize and perform multiple tasks in an orderly & efficient manner
- Ability to meet deadlines and work under pressure
- Ability to work independently, exercise sound judgment and professionalism in carrying out assigned job functions
- Ability to maintain strict confidentiality of records and information
- Ability to establish and maintain professional working relationships with others

NECESSARY SPECIAL REQUIREMENT:

1. Possess or be able to obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

REVIEWED BY:

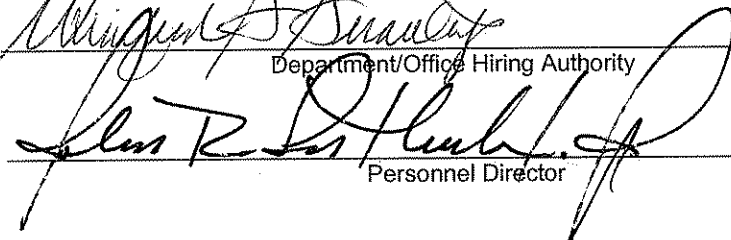


Department/Office Hiring Authority

05-20-05

Date

APPROVED BY:



Personnel Director

05.20.05

Date