

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Purchasing Agent (STIHC and Enterprises)

EXEMPT: No	JOB CODE: 4TS T6
TARGET SALARY: \$14.93 to \$17.56/DOQ	SHIFT: M-F 8:00 to 5:00
PROGRAM: Administrative Services	LOCATION: 181 Resort Dr.
REPORTS TO: Contract Specialist	

SUMMARY: Provide a wide variety of purchasing activities and records management in support of the Administrative Services Department and Purchasing Office. Work follows accounting, records management and purchasing policies with minimal supervision while performing the following duties.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Serve as the Purchasing Agent by processing purchase orders, within Micro Information Products (MIPs), for all STIHC and Business Enterprises purchases, including credit card, centralized purchasing and standard purchases for the two entities. Fax, phone or order purchases online and route completed purchase order to originating program. Establish and maintain all shipping and receiving for the entities.

Review requisitions, provide technical assistance and recommend changes or substitutions whenever necessary to reduce cost, improve quality or facilitate delivery.

Follows up on all purchases and monitors open purchase orders. Resolves all questions raised by vendors or originating entity, and ensures satisfactory resolution of problems relating to shipments, materials receipts, discrepancies, invoices, payments or returns. Determines which commodities are best, choose the supplier, negotiate the lowest price and ensure that the correct amount is received at the appropriate time and price.

Provides verbal or written guidance, as requested, to various programs to ensure proper long-range planning for the purchase of goods and services. Maintains a listing of warehouse supplies and maintains listing of capital equipment options.

Purchases consumable office supplies in bulk and maintains adequate inventories to provide timely service to tribal programs. Maintain data to obtain instant and accurate product and price listings, track inventory levels, process orders and determine when to make purchases.

Maintains purchase order and requisition database regarding vendor prices, and quotes to eliminate over charging and a competitive market. Obtain the lowest prices consistent with quality and quantity. Expedite shipments by contacting vendors regarding errors, incorrect shipments, and other discrepancies.

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Label and log capital expenditures received prior to distribution and provide log to the Administrative Services Manager. Verify and require bids for all capital equipment purchases.

Maintain company credit card for online purchases. Order via internet, receive shipment and reconcile monthly credit card bill for payment.

Maintain accurate and organized files, which include documentation of each transaction within all accounting function and follow the retention schedule as outlined in Section "C" of the Operations Manual. Assist with the annual financial audit of the tribal organization in order for a timely audit to be conducted.

Responsible for Administrative Services records management including proper assembly, arrangement, inventory and disposal. Assist with records assembly during annual audit including but not limited to copying, scanning and refileing of documents. File and copy a variety of daily correspondence and documents. This includes, but is not limited to accounts payable documents, journal entries, cash receipts, financial reports and contracts. Serves as the designated ASD staff member for Laserfische.

Schedules and initiates the contract with the records shredding company for quarterly shredding services for the organization. Responsible for maintaining the inventory of containers, locations, retention schedules and disposals request.

Assist with the annual capital assets inventory including but not limited to tagging, disposal requests and recordkeeping.

Serves as backup for Tribal Purchasing Agent and Mail & Travel Clerk, such as logging mail in and out, stamping, delivering and picking up- mail from various locations and the U.S. Post Office.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

Minimum of one-year experience in buying and procurement, preferable in a tribal government environment, or an equivalent combination of education, training and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

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Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington State Driver's license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

OTHER SKILLS AND ABILITIES

Must have excellent typing skills and computers skills. Emphasis will be on accuracy and attention to details. Ability to use personal computer in order to perform various word processing, spreadsheet and desktop publishing functions.

Knowledge of English, grammar, spelling, punctuation and a variety of letter and report format in order to prepare correspondence and reports.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office of and tribal organization. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Ability to utilize material handling equipment such as pallet jacks, forklifts, etc.

Knowledge of large-scale purchasing methods and procedures, and the laws, rules and regulations affecting governmental agencies.

Knowledge of grades, quantities, and supply sources of a wide variety of commodities frequently used in municipal operations.

Considerable knowledge of accounting principles relating to procurement.

Ability to establish and maintain effective working relationships with employees', supervisor, officials, and the public.

Must be flexible, ability to shift thought process quickly and accurately from one matter to another.

Ability to independently prioritize assignments and work with minimal supervision.

Must have a working competence in computer applications to be able to use MIP's, Microsoft Office, with emphasis on word processing, spreadsheets, database, Internet, e-mail, and other related programs.

Must submit to and clear a pre-employment alcohol and drug test.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: September 23, 2020
CLOSE: October 6, 2020

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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