



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST

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JOB TITLE: **Purchasing Specialist**
SUPERVISOR: Chief Financial Officer
LOCATION: William Wildcat Tribal Building
POST DATE: December 26, 2017
CLOSING DATE: Open until Filled

General Description: The primary responsibility of this position is the expeditious and economical acquisition of supplies and services in support of all tribal programs. The purchasing Specialist will ensure that acquisition of supplies is performed in accordance with current procurement policy.

Qualifications: High School Diploma is required. Associate Degree in Business Management is preferred, minimum of three years purchasing experience is required, one year of supervisory experience is required, must have a minimum of one's years' experience using word processing and spreadsheet software, Must hold and maintain a valid Wisconsin driver's license.

Salary: \$15.00-\$18.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Purchasing Specialist

B. DEPARTMENT: Administration

C. SUPERVISOR'S TITLE: Chief Financial Officer

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is the expeditious and economical acquisition of supplies and services in support of all tribal programs. The purchasing Specialist will ensure that acquisition of supplies is performed in accordance with current procurement policy. Specific responsibilities include but are not limited to the following:

- 1) Assist tribal programs by preparing documentation to obtain Requests for Information (RFI), Requests for Quotes (RFQ), and Requests for Proposals (RFP). Send documentation to appropriate vendors. Compare prices, specifications and delivery dates to determine the best potential supplier that will meet operational needs and prepare a 3 Bid Memo with your recommendations.
- 2) Approve purchase orders in accordance with current procurement policy. Track the status of outstanding purchase orders. Review open purchase orders on, at least quarterly basis and work with tribal programs to determine whether or not a PO can be voided or closed.
- 3) Handle receiving of any supplies shipped to the Purchasing Department. Using the packing slip, check all shipments for damage. If damaged, follow up with vendor while keeping the tribal programs informed of progress.
- 4) Plan and coordinate delivery of purchases with tribal program. This may include vehicle leases and purchases as needed. Maintain documentation of tribal programs receiving supplies.
- 5) Maintain GSA fleet vehicles including vehicle requests, training, and bill pay.
- 6) Be the point of contact for all copier leases and purchases. Assist tribal programs in obtaining or obtaining or replacing copiers and maintain a copy of current leases.
- 7) Work with Information Technology Department (IT) for computer, laptop, tablet, other specialized hardware and all software purchases. Ensure all purchases will be supported by IT.
- 8) Assist programs by negotiating contracts as needed.
- 9) Perform a vendor review, at least annually, with program staff. Evaluate critical vendors to track performance, customer service, product quality, and any other factor important to a program's operations.
- 10) Work with the Tribal Property Manager to ensure a current inventory of fixed assets is maintained for internal records and insurance purposes.
- 11) Work with Tribal Programs to purchase and manage cell phones.
- 12) Create and or maintain standard operating procedures for all purchasing processes.
- 13) Perform all other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with tribal program staff and vendors.
2. **External:** Occasional contact with possible vendors seeking contracts with the tribe.

F. SUPERVISORY RESPONSIBILITIES: Purchasing office Assistant

G. SUPERVISION RECEIVED: Chief financial Officer

H. EDUCATION: High School Diploma is required. Associate degree in Business Management or related field is preferred.

I. EXPERIENCE:

- 1) Minimum of Three years purchasing experience is required.
- 2) One year of Supervisory experience is required.
- 3) Must have a minimum of one year's experience using word processing and spreadsheet software.

J. SKILLS:

1. Must have excellent oral and written communication, organizational, time management, attention to detail and analytical skills.
2. Must be able to present information regarding contracts and complicated specifications on bids for projects or equipment.
3. Procure supplies, equipment, services and furnishings from government and nongovernmental sources through new contracts, competitive bids or existing government contracts.
4. Must be able to maintain the utmost level of confidentiality.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** General office setting with extensive time at the computer.
2. **Exposure to Hazards:** Minimal to severe depending on planned project or task. Must be knowledgeable of protective gear for possible hazards.
3. **Physical Requirements:** Must be able to bend, sit, walk minimal distances and lift at least 50 lbs.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Purchasing Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Tribal Administrator

Date