



Vacancy Announcement

Support Services – Finance Department

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ www.puebloofacoma.org

JOB TITLE: Procurement Manager

PAY RATE: \$DOE

OPENING DATE: July 16, 2021

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under general direction of the Controller, The Procurement Manager ensures cost-effective purchases of all materials and services as required by the procurement plan while ensuring quality control and compliance with the Pueblo's policies and procedures.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Supervise, create, and implement procurement strategies that are innovative, cost-effective, and incorporate the growing complexities and challenges within industry, to meet local, state and/or federal compliance requirements.
2. Manage procurement workflow process from initiation to completion (of both purchased orders and deliveries) by creating sourcing strategies, comparing proposals and contracts for price and specifications, negotiating for reduced costs, and cultivating partnerships.
3. Accurately track and report key functional metrics.
4. Build and improve procurement capabilities and efficiencies by analyzing trends and data, preparing procurement reports, control strategies, and risk management strategies for supply contracts and agreements.
5. Develop plans for property management functions and inventory controls that ensure effective use of assets and instituting insurance protection for all tribal government property.
6. Develop goals and objectives for maintenance on designated equipment, depreciation of capitalized equipment and replacement of equipment plans of the tribal government.
7. Develop and maintain a system to keep current property inventory records and completing annual inventory of all tribal government property as a report to management for annual audit.
8. Administer any report on property as management may request and maintain Central Services Records maintenance requirements.
9. Maintain a system of monthly encoding into financial software, required data of newly acquired property pursuant to accounting manual including purging data of disposed equipment.
10. Develop and maintain a system capturing data for review in annual renewal of insurance policies or solicitation for new insurant carrier as the need arises or as directed by tribal government.
11. Develop and maintain a system for adjusting insurance premium as disposals and replacements are administered during term of insurance coverage. Shall be contact point for all program on insurance of liaison of the insurance agency and Central Services.
12. Develop and maintain a system tracking useable excess property, include vehicles for reassignment to tribal programs in lieu of acquiring new and arrange proper disposal of unusable property at frequent intervals. Maintain current all vehicle registration, insurance cards and license tags required for motor vehicle operations.
13. Enforce use of tribal property for official use only as per tribal personnel policies and procedures and administering insurable and excluded driver records for insurance purposes. Host meetings to ensure communication among program staff on property management related issues.
14. Represent the department and tribal government to external agencies, consultants and other organizations that may offer property or services toward improving overall property management.
15. Contribute to a team effort and advise tribal government any related safety issues, use of property, and insurance questions, related to designed event being planned by a program or tribal government.

16. Develop and maintain an effective control system of all tribal building keys and vehicle keys.
17. Develop and maintain an effective payment processing system for program allocated insurance premiums, designated utilities, and leased equipment.
18. Ensures accurate and control and inventories for all property in the possession of the Pueblo.
19. Ensures confidential maintenance and defective organization, control, and storage of property materials and files.
20. Oversees reconciliation of inventory discrepancies.
21. Contributes to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses or actions; implementing directives.
22. Supervise Procurement Staff to ensure all procurement deadlines are met.
23. Provide training to new and existing staff as needed.
24. Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
25. Work with Controller to ensure a clean and timely year end audit.
26. Respond to inquiries from the Executive Director of Support Services, Controller, and other programs/departments regarding financial results, special reporting requests and the like.
27. Work with each direct report to establish goals and objectives to each year and monitor and advise on the progress to enhance the professional development of staff.
28. Updates professional and technical knowledge by conducting research; attending seminars, educational workshops, class, and conferences; reviewing professional publications; establishing networks; participating in professional organizations; conferring with representatives of contracting agencies and related organizations.
29. Contributes to a team effort and accomplishes related results as required.
30. Performs other duties as required.

MINIMUM QUALIFICATIONS

- Experience:
- Three years progressive work experience in purchasing, supply chain management, warehousing, shipping, receiving or closely related field
- AND**
- Education:
- Bachelor’s degree in Supply Chain Management, Logistics, Business Administration, or relevant field
- OR**
- An Equivalent combination of education and experience that show the ability to perform the required job duties.

PREFERRED QUALIFICATIONS

- Master’s degree in relevant field
- Five plus years work experience as a Procurement Manager, Procurement Officer, or relevant field
- Keres speaking

MANDATORY KNOWLEDGE, SKILLS, AND ABILIITES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo’s traditional form of government, culture, and traditions
- Knowledge of 2 CFR Part 200 Uniform Guidance
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of sourcing and procurement techniques as well as an aptitude for reading the market

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Knowledge of basic accounting procedures
- Knowledge of supplier and third-party management software
- Knowledge of inspection techniques and procedures of materials equipment and supply delivery
- Knowledge of tools and equipment utilized in moving and transporting bulky materials
- Skill in collecting and analyzing data
- Skill budget preparation and administration
- Skill in preparing, reviewing, and analyzing operation and financial reports
- Skill in providing leadership to supervising, training, and evaluating assigned staff
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in negotiating and networking
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)
- Skill in developing, maintaining, and utilizing computerized inventory control systems
- Ability to demonstrate excellent, mature leadership capabilities
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to maintain confidentiality
- Ability to follow verbal and written instructions
- Ability to work independently and meet strict time lines
- Ability to make solid decisions and exercise independent judgment
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to perform other duties as assigned

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
- Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Health Requirement:** None.
- Driver Check:** All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

Pueblo of Acoma is a Drug Free Workplace.

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