



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

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OPEN: 04/07/23
CLOSE: 04/28/23

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: PROCUREMENT SPECIALIST

RESPONSIBLE TO: Chief Finance Officer

SALARY: Step Range: 23-38; Annual/Full Benefits
Salary Range: \$52,808-\$82,273
Hourly Range: \$25.39 - \$39.55

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribal Administration Building
501 S. Chiloquin Blvd
Chiloquin, OR 97624

BACKGROUND: Comprehensive

POSITION OBJECTIVES

Under the direction of the Chief Finance Officer, the Procurement Specialist will be responsible for the organization and direction of daily procurement activities. The primary purpose of this position is to provide procurement and purchasing activities for Tribal Administration and have a comprehensive understanding of the procurement process as outlined in the Klamath Tribes Procurement Policy.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for implementing and defining a sound and complete procurement system and operation, and ensuring compliance with federal and individual contract and grant guidelines and requirements.
2. Responsible for determining which procurement method purchases require: small purchases, competitive sealed bids, competitive negotiation, non-competitive negotiation,

IDIQ Contracting or blanket purchase. Provide guidance and information to departments, managers, supervisors, staff and vendors related to procurement policies and procedures.

3. Responsible for solicitation; receiving procurement documents; bid openings; scheduling evaluation panels & award notifications.
4. Responsible for maintaining procurement records in accordance with the Klamath Tribes' Record Retention Policy and the Procurement Policy to ensure audit compliance.
5. Responsible for adherence to the Code of Conduct for procurement standards.
6. Responsible for staying current with procurement standards in compliance with 200 CFR; HUD Regulations; Tribal regulations; other Grantee requirements.
7. Responsible for developing and maintaining current Procurement Forms & analysis documents to assist Department Directors in the procurement process.
8. Researches and evaluates vendors to compare pricing and services.
9. Negotiate prices and contracts with suppliers and maintain Approved Vendor Lists.
10. Work with Department Directors to develop Requests for Proposals; Requests for Qualification, and preparing Scope of Work for Contract implementation after award.
11. Develop timelines for procurement activities and ensures compliance with deadlines.
12. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Chief Finance Officer is the immediate supervisor and assigns, monitors, and evaluates the quality of all work within the Finance Department. Assignments are completed according to established procedures, using set standards. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to supervisor for clarification. Work is spot checked for accuracy, adequacy and timeliness.

Supervisor will provide general instructions on policy and/or procedure changes and reporting requirements and will set overall objectives and priorities. Employee will perform daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new or complex assignments are discussed with the supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of or ability to learn Tribal guidelines, regulations, and procedures. Must be able to comprehend written policy and determine the appropriate purchase method as defined in the Klamath Tribes Procurement Policy.

Must be knowledgeable of Federal & State grant requirements related to procurement including Davis Bacon Act and Tribally Determined Wage Rates.

Knowledge of the Indian Tribal Preference in contracting law.

Must be skilled in navigating software systems and be able to adapt quickly to new systems.

Ability to communicate in a professional manner, using both oral and written forms of communication.

Ability to read and interpret applicable federal and state rules, regulations, and guidelines. Comprehensive knowledge of the records systems and concepts.

Ability to work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the Finance Office.

Ability to maintain confidentiality of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to possess a Bachelor's Degree with Supply Chain Management, Logistics or Business Administration/Management/Accounting focus **OR** relevant combination of education and work experience equal to four years. *(Copy of degree or transcripts must be submitted with application to be considered.)*
- **REQUIRED** to have demonstrated experience in manual and automated records management systems.

- **REQUIRED** to be able to bend, stoop and lift up to 40 pounds.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment. Must be proficient in MS Word; Excel; PowerPoint; Outlook; Zoom.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource**

**P.O. Box 436
Chiloquin, OR 97624**

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)