

The SHOSHONE-BANNOCK TRIBES



FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203

HUMAN RESOURCE DEPARTMENT
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JOB ANNOUNCEMENT

TITLE: Associate Buyer
DEPARTMENT: Finance/Property Management
SALARY: \$18.79 – \$22.75 G10-12/ S1-3
OPENS: March 11, 2024
CLOSES: March 22, 2024
CAREER STATUS: **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL PURPOSE:

The Associate Buyer is an understudy position established to learn the governing procurement standards, basic composition of costs, allowable methods of solicitation and award, including the requirements for federal contracts and grants, and non-federal entities including construction procurement. The Associate Buyer shall accept daily guidance from the Tribal Buyer/Procurement Agent. The Associate Buyer is responsible for the purchasing of required items and equipment for all departments of the Tribal Government. All duties are to be performed within the guidelines of the Purchasing and Procurement Manual and other established Internal Control Standards and objectives.

SUPERVISOR:

The Associate Buyer is supervised and evaluated by the Property & Procurement Manager. The Associate Buyer has no direct supervisory duties.

DUTIES AND RESPONSIBILITIES:

Identifies needs of internal customers and receives, reviews, screens and responds to requisition requests.

Determines availability of products, supplies, and professional services through inquiries and quotes from vendors; negotiates pricing and terms.

Confers with vendors to obtain product and service information, such as price, availability and delivery schedule.

Prepares purchase requisitions or bid requests and makes recommendations on awarding of bids. Reviews bid proposals and negotiates contracts within budgetary limitations and scopes of authority.

Adheres to the Tribes' "Independent Contractor Agreement" process for each contractor.

Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance.

Assists in the development of new or revised specifications.
Compares and analyzes specifications and quotes.

Follows up on purchases to ensure timely receipt of proper quantity and quality. May expedite delivery of goods to users.

Discusses defective or unacceptable goods or services with internal customers and Buyer/Procurement Agent or Property & Procurement Manager, vendors or others to determine source of problems and takes corrective action. Investigates complaints and assists in the resolution.

Conveys the principles of professional buying and purchasing techniques to other relevant Tribal employees.

Attends seminars, meetings, and programs to keep updated on new product offerings and any changes in prices.

Maintains current customer price lists. Reports weekly to the Buyer/Procurement Agent on progress of assigned projects.

Maintains compliance with Tribal Purchasing and Procurement Manual, and Tribal Accounting Manual.

Maintains current vendor certificate of insurance for liability purposes.

Participates in short and long term strategic planning. Is aware of Finance Department Goals and implements the goals pertaining to Procurement.

Promotes and adheres to Ethical Purchasing Standards. Adheres to the Tribes Property & Purchasing Manual and P-Card purchasing policy and reconciliation processes.

Provides exceptional customer service to all patrons and communicates in a pleasant, friendly, and professional manner at all times. Maintains a professional work environment with supervisors and staff.

Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.

Attends all necessary training meetings.

Assists in other projects, as directed.

Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.

Maintains and safeguards assigned Tribal Purchasing Card, uses such card to make majority of assigned purchases.

Responsible for modelling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and is required as a condition of employment, to conduct oneself on and off the job, in a manner that brings credit to the Tribal Government.

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

Performance Standard shall include but not be limited to:

- Ability to maintain dependable attendance and reliability
- Efficient use of public skills to provide quality customer service
- Ability to provide quality and efficient services
- Ability to establish and maintain effective working relationship with staff
- Ability to work independently with little supervision
- Demonstrated knowledge, skills and abilities necessary to work effectively in an office setting environment.

KNOWLEDGE REQUIRED

Knowledge of Market conditions and sources of supply, purchasing laws, and regulations is required. Must be willing and able to obtain education as requested/needed on Contract Law, Business Law, Indian Law and UCC Regulations as well as other Purchasing related Seminars.

The Associate Buyer must have knowledge to negotiate and secure contracts that provide significant discounts and/or savings to the Tribes on all substantial purchases.

Language Skills and Reasoning Ability:

Must possess excellent verbal and written communication skills.

Ability to write routine correspondence and to speak effectively to the public, employees and customers.

Must have the ability to deal effectively and interact well with the customers, vendors and employees.

Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Educational and Experience Qualifications (Grade 11/12 Negotiable):

Grade 12: Bachelor's Degree in Business Administration, Accounting, Purchasing & Supply or closely related field with 12 months of Buying/Purchasing/Negotiating experience.

OR

Grade 11: A combination of education in Business Administration, Accounting, Purchasing & Supply or closely related field with 12 months of Buying/Purchasing/Negotiating experience.

Minimum Educational and Experience Qualifications (Grade 10):

High School Diploma or GED with at least 12 months experience with purchasing, procurement, supply management or vendor relations.

Must be a minimum of 18 years of age or older upon employment.

Must have a valid Idaho Driver's license and be insurable with the Tribes.

May work nights, weekends and holidays as required.

Employment is contingent upon a favorable outcome of a background investigation and drug screening.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.