



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Procurement Department – Window Rock, Arizona
SALARY : \$21.9558 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the second of three levels in the Purchasing/Contracts series. Incumbents provide professional purchasing and contract compliance functions that ensure NHA compliance with applicable HUD, Tribal, State and Federal procurement rules and regulations. Responsibilities may include preparing invitations for bid, requests for proposals and related documents; opening, tabulating and reviewing bids for responsiveness; certifying contractors and performing background checks; evaluating contract performance and determining change orders, time extensions and general compliance; reviewing and approving invoices; and recommending changes to purchasing policies and procedures. Incumbents may specialize in either the Purchasing or Contracts functions.

Responsibilities:

- Coordinates, oversees, and assists in activities related to procurement and related contracts; reviews and approves requisitions and purchase orders within established guidelines; recommends changes to policies and procedures.
- Participates in contract activities and processes, from concept through award, which includes writing specifications, analyzing contracts, distributing contracts, and/or performing other related activities.
- Prepares, reviews, interprets, and analyzes a variety of information, data, and reports which includes RFPs, bidding contracts and leases, invoices, and other related documents; makes recommendations based on findings.
- Monitors contract performance which includes certifying contractors and performing background checks; evaluating contract performance and making process recommendations; and performing related duties.
- Performs other duties of a similar nature or level.

Required Skills:

- Purchasing methods and procedures;
- Bidding processes
- Product specifications
- Contract management principles
- Project management principles
- Applicable Federal, State, and/or local laws, rules and regulations;
- Managing and monitoring contracts;
- **Collecting, analyzing, and rationalizing purchasing data and information;**
- Preparing analyzing bid documents and responses;
- Preparing invoices and related records;
- Preparing and maintaining a variety of records and reports;
- Coordinating purchase projects;
- Customer service principles;
- Computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- Bachelor's degree in business administration, contract administration, or related field, or an Equivalency;
- Three years of professional contract administration experience

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.