



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

PURCHASING AGENT

Position Description

Opens: April 10, 2019 Closes: April 16, 2019			
Department:	Accounting	Reports to (title):	Accounting Supervisor
Job Code:	N-11	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$16.99 Mid: \$21.24 Max: \$25.49	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	4/8/2019
		Revised Date:	4/8/2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Purchasing Agent is responsible for the planning, coordination and execution of purchasing procedures to acquire supplies, services and materials for all Tribal Government contracts and programs.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Reviews requisitions from the various departments to ensure completeness, accuracy, and that required signatures are present.
2. Verifies that the relevant budget and contract for services will not be exceeded and records the encumbrance.
3. Determines the appropriate supplier or vendor based on competition criteria, and facilitates the selection process.
4. Solicits and receives bids based on contract and program criteria.
5. Coordinates the request for proposal process for various contracts.
6. Documents all provider quotes over the telephone.
7. Establishes and maintains master vendor list and procurement history file.
8. Tracks deliveries to ensure vendor is in compliance with the purchase order.
9. Liquidates purchase order balances on a quarterly basis.
10. Informs vendors in writing of remedial actions required concerning delivered products or services not conforming to specifications.
11. Maintains vehicle, equipment, and building insurance for the Tribal Government.

Position Description

12. Tracks inventory for Tribal Government.
13. Works with and notifies insurance agent of vehicle and equipment additions and deletions.
14. Requests driver's report form the various departments to ascertain insurability.
15. Submits incident reports for injuries and accidents.
16. Prepares and submits spreadsheets for the quarterly gas tax refunds for the Tribal Government.
17. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three to five years of related experience |
| Education: | <ul style="list-style-type: none">• Associates degree in Accounting or Finance |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of the solicitation or purchasing methods, such as would be acquired through extended training or experience, to make competitive or sole source small purchases that involve, for example, negotiating and awarding bilateral purchases orders for professional services, detailed commercial services, or other projects.• Knowledge and ability to understand special interest terminology as related to supply and service requirements. Ability to select best values as supported by technical evaluation criteria and business proposal.• Ability to research facts and information, e.g. supply sources, discount sales, deliveries, in order to compare price reasonableness or to find replacements.• Knowledge of automated or manual small purchases systems sufficient to locate, add, or retrieve information.• Good communication skills both written and verbal, and the ability to communicate professionally and tactfully with people in all situations.• Knowledge of office automation software supplemented by keyboarding skills to produce reports, memorandums, letters and other forms of written communication. Knowledge of standardized word processing, receipt, or transmission of electronic mail.• Well-organized and attentive to detail and the ability to work with minimal supervision.• Able to coordinate and communicate effectively with other departments and staff members, as well as outside suppliers.• The ability to perform basic math, such as addition, subtraction, multiplication and division, as well as basic algebra. The ability to calculate percentages, interest, discounts, etc.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components).• Use/storage/maintenance of multiple usernames and passwords.• Use of Windows Explorer (electronic file-handling).• Computer-related problem-solving skills through the use of available trainings and help desk.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance

Position Description

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. .

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.
- Background Investigation:** This position is subject to a criminal history background check, and a Fair Credit and Reporting Act (FCRA) check. Candidates must successfully pass all required background checks in order to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.