

This job description serves as a guide for establishing the criteria to fill a specific function or to appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Salaried, exempt, supervisory position.
- b) The Procurement Manager –
 - i) is a professional position where a professional demeanor, handling confidential information, and good judgment are required.
 - ii) is responsible for the San Xavier District’s property management and purchasing functions, implementing department policy and procedure, accepting and scrutinizing vendor bids or proposals, selecting sources based upon analysis, arranging vendor contracts, bargaining for best costs, and maintaining a physical inventory of personal property assets.
 - iii) supervises Materials Management staff.
- c) Supervised by the Director of Operations.
- d) Salary Range - E6.

2. Responsibilities

- a) Essential Duties
 - i) Acknowledges and greets all visitors, District managers and supervisors, and employees politely and professionally.
 - ii) Supervises the Materials Management Department staff, coordinates activities and projects, and recommends measures to improve performance and increase efficiency.
 - a. Maintains a safe working environment and ensures departmental staff follow all safety guidelines.
 - b. Provides clear instruction(s) and directives to enable staff to complete delegated tasks; recommends short-term plans with the perspective of the District’s long-term objectives; ensures staff is fully trained.
 - c. Conducts probationary and annual performance reviews and develops Performance Improvement Plans for staff when needed.
 - d. Assesses staff development and training needs for the department’s effective operation.

- iii) Maintains inventory levels to ensure on-time deliveries to meet requirements while minimizing carrying costs, premiums, and transportation charges.
- iv) Solicits bids and identifies the most cost-effective source from which to purchase the materials, supplies, or equipment requested.
- v) Ensures proper maintenance of the Materials Management department records, including records for property additions, transfers, and disposals, by following proper warehouse/receiving procedure(s).
- vi) Reviews requisitions and large acquisitions and oversees complex buyer activities, if needed, in complex purchases and contracts.
- vii) Conducts independent market research.
- viii) Provides technical assistance to Departments in developing the scope of work, writing specifications, invitations for bids, procurement of materials, addressing defects, and other purchasing compliance procedures per established Contract Administration policies for central purchasing.
- ix) Establishes plans to develop forms, procedures, internal controls, and application of appropriate contracted processes for purchasing and inventory tasks.
- x) Implements and maintains a comprehensive inventory of all Material Management assets, including office equipment, vehicles, construction equipment, tools, supplies, and materials, to track cost, usage, location, and project expenses.
- xi) Updates vehicle and building insurance.
- xii) Oversees-
 - a. postage meter and stamping of District mail.
 - b. District buildings' pest control and termite protection.
- xiii) Ensures compliance with federal, state, local, and District purchasing and inventory control requirements.
- xiv) Presents departmental updates to Administration, District Council, Community, and external agencies when needed.
- xv) Prepares and submits quarterly written reports and annual departmental budgets to the Director of Operations and presents them to the District Council, Council Committee(s), and the Community when requested.
- xvi) Interprets, implements, and enforces District policies, procedures, and guidelines.
- xvii) Builds and maintains working relationships with internal and external entities.
- xviii) Facilitates departmental staff meetings, manages and distributes interoffice information, maintains files, keeps inventory, and performs other administrative duties.

- xix) Attends and participates in Manager's, All Staff, and job-related meetings and trainings.
- xx) Submits periodic articles to the Wa;k Newsletter.
- xxi) Maintains confidentiality of all sensitive information.
- xxii) Performs other duties as assigned by Administration and executes other responsibilities and projects as necessary.

3. Knowledge, Skills, and Abilities

a) Knowledge of –

- i) applicable tribal, federal, state, county, and local laws, regulations, and requirements of the procurement methods.
- ii) writing and reviewing service and construction contracts.
- iii) warranty and maintenance contracts and building leases to ensure the protection of District assets.
- iv) standard inventory methods.
- v) records management procedures.
- vi) business mathematics.
- vii) verifying and receiving price bids/quotes from suppliers.

b) Ability to-

- i) coordinate projects with subordinates' staff and perform as a mentor and coach using the concept of teamwork.
- ii) adapt to change(s).
- iii) create budgets.
- iv) assign, train, supervise, and evaluate the work of others.
- v) work flexible hours, attending occasional evening and weekend meetings.
- vi) prioritize workload and meet deadlines.
- vii) develop and maintain good working relationships with District staff, visitors, Council, Community, and outside agencies.

c) Skilled in-

- i) problem-solving techniques and management.
- ii) strong effective leadership and supervisory skills.
- iii) computer skills and competent in Microsoft Office, Word, Excel, and Outlook.
- iv) effective verbal and written communication.

4. Working Conditions:

a) Environment

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substances that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements:

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%		N/A	Comments
Bending/Pushing/Pulling	✓					
Climbing Ladders	✓					
Climbing Stairs	✓					
Collating/Filing	✓					
Digging					✓	
Dialing		✓				
Hearing		✓				
Lifting/Carrying 25lbs.	✓					
Lifting/Carrying 50lbs.	✓					
Lifting/Carrying 75lb.s	✓					
Reaching Overhead	✓					
Reading		✓				
Repetitive Motion/L-R		✓				
Speaking		✓				
Standing	✓					
Sustained Mental Aptitude			✓			
Sustained Visual Aptitude			✓			
Threading					✓	
Using Keyboard		✓				
Vehicle Operation	✓					
Walking	✓					
Writing		✓				
Other:						

5. Qualifications

- a) Bachelor’s degree in business management or business administration or related field.
- b) Two (2) years of work experience in materials or property management, or a combination of training and education, demonstrating the ability to perform this position’s duties and responsibilities.
- c) Valid Arizona Driver’s License with no DUI’s or major traffic offenses within the past three (3) years.
- d) Bilingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

- (1) enrolled members of the San Xavier District
- (2) enrolled members of the Tohono O’odham Nation

(3) enrolled members of other nations or tribes

(4) all other qualified candidates

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Acknowledgement: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an “Alcohol/Drug-Free Workplace.”