

# BLACKFEET HOUSING

## JOB DESCRIPTION

**Job Title:** Procurement Officer/Contracts

**Department:** Finance

**Reports to:** Chief Financial Officer

### **Position Summaries:**

#### **Procurement**

This position manages the overall administration and operations of the Blackfeet Housing Procurement Department. This includes the establishment and implementation of purchasing programs, property management as well as assisting in contracting services on behalf of the Blackfeet Housing. This position will provide advice and recommendations as well as take direct instructions from the Blackfeet Housing Executive Director and General Manager. Essential Duties and Responsibilities: Include the following.

#### **Contracts**

This position is responsible for the developing, planning, and coordinating all contracting activities of materials and services ensuring compliance with all applicable Blackfeet Housing, Tribal and Federal laws, HUD, NAHASDA policies and regulations. Position will exercise good judgment and have responsibility for results.

#### **Duties:**

- Approve bills for payment
- Calculate costs of orders, and charge or forward invoices to appropriate accounts
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems
- Determine if inventory quantities are sufficient enough for needs, ordering more materials when necessary
- Locate suppliers, using sources such as catalogs, and the Internet, and interview them to gather information about products to be ordered
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors
- Monitor In-house inventory movement and complete inventory transfer forms for bookkeeping purposes
- Perform buying duties when necessary

- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public postings
- Prepare purchase orders and send copies to suppliers and to departments originating requests
- Prepare, maintain and review purchasing files, reports and price lists
- Prepare, maintain, and update and review procurement policies to present to the Blackfeet Housing Board members
- Respond to customer and supplier inquiries about order status, changes or cancellations
- Review requisition orders in order to verify accuracy, terminology, and specifications
- Track the status of requisitions, contracts, and orders
- Must adhere to Blackfeet Housing Vehicle Policy
- Observe work hours
- Performs assigned duties, demonstrate punctuality
- Maintains accurate and timely records
- Deals tactfully and courteously with the public
- Adheres to strict confidentiality
- Must maintain contractor folders
- Update and check for compliance on a quarterly basis
- Monitor contractor's files to them in compliance
- Responsible for posting bid advertisements
- Opening bid, checking bid documents for completion and accuracy
- Posting award results
- Prepare contract documents for signature
- Schedule and attend pre-construction meetings
- Coordinate times with the department and the contractor\_ Maintain the contract throughout the contract period
- Responsible for monthly, quarterly, and semiannual reports required
- Responsible for procurement for contracting department
- Materials lists have to be given to contracting officer for distribution after "contract" is signed
- Other duties as assigned

**Education:**

- High School Diploma or GED equivalent required
- BA in Business Administration – Preferred
- 2 to 5 years' experience – Preferred

**Certificates, Licenses, Registrations:**

- Must have a valid Montana Driver's License
- Certificates of any training in the above fields

**Human Contact:**

- Daily contact with BH departments
- Daily contact with BH contractor's and possibly Vendor's if needed

**Language Skills:**

This position requires the ability communicate effectively orally and in writing; follow verbal and written instructions

**Other Skills:**

- Basic accounting skills
- Knowledge in financial data
- Knowledge of the calculator
- Ability to operate office machinery
- Basic computer entry and Microsoft Office

**Responsibility for equipment, records, or facilities:**

- Must maintain/compile data for financial reports.\_ Maintain strict level of confidentiality

**Financial Responsibilities:**

- Prepare detailed budget and financial reports
- Compute financial data

**Responsibility for safety of others:**

- Ensuring compliance with the Blackfeet Housing and HUD Policies
- Ensuring Compliance with the Federal Procurement policies

**Job environment/hazards:**

- Daily contact with irate individuals.
- Hazardous winter weather travel to remote areas