



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**\*\*Re-Advertisement\*\***

**POSTING NO: 082-16**

**OPENING DATE: 08/05/2016**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION: DIRECTOR, PROCUREMENT**

**PAY GRADE: E9 (\$55,161.00 - \$67,572.00 annum)**

**FLSA STATUS: Exempt**

**DEPARTMENT: Procurement**

**REPORTS TO: Governor**

This position is located at the Pueblo of Isleta Treasury Department. Achieves the Procurement Department goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the accurate, timely and proficient provision of purchasing services to meet the needs of the Pueblo through the centralization of procurement activities; secures all contracts for the Pueblo of Isleta.

Minimum Qualifications/Requirements:

- Bachelor's Degree in Accounting, Finance, or related field
- Five (5) years progressive work experience in Purchasing/Procurement, three years in a supervisory capacity

Knowledge, Skill and Ability Requirements: *Describe how you obtained these Knowledge's, Skills and Abilities.*

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements
- Knowledge of department organization, functions, objectives, policies and procedures
- Knowledge of budget preparation
- Knowledge of federal contracting and bidding proposals
- Skill in using Liberty and MIP software
- Skill in negotiation practices
- Skill in researching and preparing highly complex specifications, solicitations and contract documents
- Skill in preparing, reviewing, and analyzing operational and financial reports
- Skill in supervising, training, and evaluating assigned staff
- Skill in operating various word-processing and database software programs in a Windows environment
- Ability to maintain the integrity of the Pueblo procurement process
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain good working relationship with the individuals of varying social and cultural backgrounds
- Ability to create and present effective speeches and presentation
- Ability to analyze situations and adopt appropriate courses of action

- Ability to work independently and meet strict time lines

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico Driver's License with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.