



Yurok Tribe

Job Description

JOB TITLE:	Senior Contracting Officer		
JOB GRADE:	11	REPORTS TO:	Procurement Manager
STATUS:	Exempt	LOCATION:	Eureka/Klamath
DEPARTMENT:	Fiscal	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$67,516.80 - \$102,118.13		

POSITION SUMMARY:

Under the general direction of the Procurement Manager, the Senior Contracting Officer will serve as the primary Contracting Officer for the Tribe, creating and maintaining purchasing, service, and construction contracts. The incumbent will also provide bid analysis and recommendations as to contract award.

DUTIES AND RESPONSIBILITIES:

1. Work closely with departments to assist in the development of Scopes of Work that are complete and accurate.
2. Work cooperatively with Fiscal, Planning, Public Works, and Legal Counsel.
3. Responsible for the development and negotiation of contracts.
4. Responsible for the preparation and revision of specifications and technical bid documents; schedule closing dates for bids.
5. Prepare requests for bids and proposals; review and analyze bid and proposal responses by perform in cost and value analysis.
6. Evaluate bids for compliance with specifications; evaluate bidder's capacity to perform and comply; recommend award of contracts to most responsible bidder; assist in the development of new Tribal-wide contracts.
7. Serve as liaison between vendors and the Tribe; conduct pre-bid and pre-proposal conferences with prospective contractors; arbitrate disputes between vendors; recommend termination of contracts when appropriate.
8. Advise tribal departments and agencies on rules, regulations, and laws; assist departments on the development of procedures to ensure conformance.
9. Work effectively with the Procurement Manager to review draft contracts prior to submitting for Legal review.
10. Work with the Procurement Department to prepare the required purchase orders associated with approved contracts.
11. Compile and maintain a qualified bidders list.
12. Monitor contract activity, prepares usage and progress reports.
13. Assemble, tabulate, and summarize competitive bid responses.
14. Organize and maintain contract records through closure.
15. Prepare routine correspondence and reports, interview callers, schedules conferences.
16. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Bachelor's degree in related field with four years job specified experience.
2. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Must have knowledge of Bid and Contract Preparation and Management Code of Ethics.
2. Must have knowledge or willingness to learn all aspects of the Native American Tribal Government operations, including contracting and construction.
3. Must have the ability to negotiate contracts and the skills in dealing with vendors and customers (internal and external), relative to changes in the scope of contracts, reasonableness of delays, monetary considerations, and liability.
4. Must have knowledge of contracting methods pertaining to procurement of a wide variety of goods and services required for the Tribe, including new construction and major renovation projects.
5. Must have knowledge of contract administration principles and practices necessary to monitor contractor performance and resolve disputes.
6. Must have knowledge of accounting practices and procedures for governmental procurement.
7. Must be able to learn or have knowledge of Microsoft Word, spreadsheets, and the Tribe's accounting system.
8. Must be able to learn or have knowledge of purchasing methods and techniques such as requests for quotations, oral solicitations to procure items via competitive open market processes.
9. Must have extensive body of accessions regulation, method, procedures and business practices to purchase items involving specialized requirements, and/or complex standard requirements.
10. Must pass a typing test with 40 wpm or more.
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

This job does not have supervisory responsibilities.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

WORK ENVIRONMENT:

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).

- 3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description's duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

