



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-098
FINANCE
PROCUREMENT TECHNICIAN

Position Title:	Procurement Technician	Pay Level:	\$20.13 – \$30.20
Position Open Date:	12/27/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Finance
Supervisor:	Accounting Supervisor		

POSITION SUMMARY:

Responsible for performing technical and office support related to purchasing and contracting for the purchase of a variety of materials, supplies, equipment, and service for use by all Pueblo departments.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED); AND two (2) years of purchasing support experience. Associate degree in accounting in lieu of experience will be considered.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Reviews requisitions and requests for purchase to determine the types of materials, supplies, equipment or services required; ensures that such requests are complete and accurate, and that proper authorization has been obtained.
- Scans and files W-9 forms manually and digitally from approved vendors.
- Issues, monitors, and accounts for Pueblo credit cards; accepts and maintains receipts and Supply Purchase Verification forms for purchases; charges to appropriate purchase order; issue payment as required.
- Orders materials and supplies from established sources of supply.
- Provides information to vendors regarding County and related public agency purchase procedures and requirements.
- Follows-up on purchase orders to determine delivery times and clarify back-orders; provides such information to ordering departments and cancels orders or expedites delivery as possible; authorizes modifications to ensure that Pueblo staff receive materials and supplies of appropriate quality and quantity in a timely manner.
- Resolves purchase order, invoicing and delivery complaints and problems.
- Prints and issues purchase orders, bid documentation, specifications, correspondence, and various purchase documentation; distributes materials to vendors as requested; posts bids in publications and newspapers as instructed.
- Maintain accurate records and files of purchase requisitions, bid documentation and related materials.
- Performs a variety of accounting and office support work as required.
- Prepares periodic and special reports related to the work of the unit; provides documentation for audit reviews.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Basic principles and practices of public purchasing, including competitive bidding practices.
- Applicable codes and regulations.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Basic budgetary practices and terminology.
- Records management principles and practices.
- Business mathematics.

Skill in:

- interpreting, applying, and explaining applicable laws, codes, and regulations.
- Providing customer services in the most cost effective and efficient manner.
- Reviewing purchasing documents for clarity and accuracy.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using software applications related to purchasing functions.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independence judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.
- Making accurate mathematical and statistical calculations.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024