



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

Job Opportunity#: KTJA-23-28	Opens:01/04/2022	Duty Location: Carnegie, OK
Position Title: Director of Procurement	Closes: OUF	
Salary Rate: \$ 20.00 to \$ 30.00 per hour	Position: Regular Full-time	Category: Exempt

## JOB SUMMARY:

The Kiowa Tribe Procurement Director is responsible for developing a strategic approach to the procurement process for the purchase of direct and indirect goods and services. In this leadership role. The successful candidate will direct the procurement of goods and services for the tribal director's and governmental branches. The Kiowa Procurement Director will update, develop and/or update procurement policies and procedures; and develop a centralized procurement program that will add value and efficiency to the Kiowa Tribe. Supervises and oversees a procurement department ensuring orders are processed in accordance with policy and compliance related to OMB Circulars, P.L. 93-638 contracts/grants, other federal grants and tribal programs to continue smooth operation of services.

**Goal:** To acquire goods and services with the highest quality at the lowest price for the Kiowa Tribe. To ensure accountability of tracking all equipment with the proper disposal policy and procedure for financial purposes.

**Reports To:** Executive Director

## HOW TO QUALIFY FOR THE JOB:

**Education:** An Associates Degree or bachelor's degree in Business, logistics or related field, or a combination of; 7 – 10 years of related experience, with at least 10 years of supervisory experience.

### Experience:

- Estimate and establish cost parameters and budgets for purchases.
- Maintain records of purchases, pricing, and other important data.
- Directing purchasing agents and buyers throughout the process of evaluating suppliers, conducting interviews with vendors, negotiating supplier agreements and managing supplier and vendor contracts.
- Oversees the activities of the department responsible for purchases. As part of the supervisory role, assign duties to each member of the staff and review the work. Responsible for the direction and supervision of the entire procurement operation and budget.
- Reviews market/vendor database regularly and provides guidance to subordinates for maintaining and gathering various information from available resources.
- Carries on a close continuing relation with vendors, suppliers, and contractors to remain current and keep abreast of market conditions, pricing, and availability as well as resolving procurement problems.
- Reviews, revises and/or concurs with purchase orders, bids, analyses of bids, price quotations, and other procurement correspondence/documentation prior to submission.
- Maintain a computerized database of all assets.
- Monitor and review all asset acquisitions ensuring purchases are in accordance with Kiowa Tribe Policy.
- Coordinate disposal of surplus/redundant assets ensuring proper documentation is on file and assets are disposed of appropriately.
- Conduct an annual physical inventory of all Kiowa Tribe locations and all associated out-buildings ensuring the inventory database is updated with the agency's insurance company ensuring coverage for all Kiowa Tribal sites reflects the inventory value identified by the physical inventory process.
- Shall maintain strict confidentiality of all files, documents, and any pertinent information.
- Adheres to and follow all KT policies and procedures.
- Other duties may be assigned accordingly.

## EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

## WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check, pre-employment drug test and submit a COVID test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432  
OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org)

**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

**Phone:** 580-654-6464

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*