

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Purchasing Manager

**Department:** Finance

**Required Qualifications/Essential Duties:**

- Familiarity with sourcing and vendor management; Interest in market dynamics along with business sense; Working experience of vendor management software; Strong leadership capabilities; Proven working experience in a purchasing manager, agent or officer; 3+ years of experience in a purchasing role; - **Preferred**
- Bachelor of Science Degree in supply chain management, logistics or business Administration; - **REQUIRED**
- Valid California Driver License; – **Preferred**
- Must be insurable through company's carrier and maintain throughout employment; – **Preferred**;
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Locate vendors of materials, equipment, and supplies, and interview them to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Maintain records of good ordered and received.
- Participate in the development of specification for equipment, products, or substitute materials.
- Analyze market and delivery system to assess present future material availability.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Track and report key functions metrics to reduce expenses and improve effectiveness.
- Craft negotiation strategies and close detail with optimal terms.
- Partner with stakeholders to ensure clear requirements documentation.
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, and benchmarking.
- Assess, manage and mitigate risks.
- Seek and partner with reliable vendors and suppliers.
- Determine quantity and timing of deliveries.
- Monitor and forecast upcoming levels of demand.
- Interacts with vendors, and Santa Rosa Rancheria employees to ensure that purchase transactions are performed in accordance with established policies;
- Recommends appropriate policy revisions on an as needed basis;
- Ensure that appropriate supporting documentation is attached to all payment requests;
- Ensures that appropriate supporting documentation is attached to all payments to all payment requests;
- Performs other duties as assigned by management.

**Reports To:** Finance Manager

**Starting Rate of Pay:** \$60,320.00 (Exempt)

**Approximate Hours:** 40+ hours per week

**Updated:** October 5, 2021

**Deadline:** Open Until Filled

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Department Director

Date

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Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.