

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
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PERSONNEL DEPARTMENT FAX: 406.675.2711  
CSKT Website: [csktribes.org](http://csktribes.org)  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Procurement Officer  
**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT  
**SALARY:** \$23.69 to \$27.23 per hour  
**CLOSING DATE:** Thursday, June 6, 2024 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a mandatory six-month probationary.**

This position is an integral part of the Finance Department of the Salish and Kootenai Housing Authority (Housing Authority). Under the general direction of the Finance Manager, the Procurement Officer is responsible for managing purchasing and contracting activities, centralized warehouse of supplies, materials and equipment and the Asset Management Program for the SKHA. This position requires not only technical proficiency but also strong management and supervisory skills.

**Duties may include, but are not limited to the following:**

- Responsible to plan, organize, direct and review the delivery of purchasing, contracting and warehousing services to housing departments, ensuring conformance with all applicable laws, regulations, policies and procedures.
- Responsible to review newly submitted contractor packets for companies or individuals wanting to provide contract services to the Housing Authority, checking for completeness, contacting references and submitting the information to the Board of Commissioners with recommendations. Must ensure approved contractors are current with all required insurances and certifications.
- Instruct, review or supervise the review of purchase requisitions for accuracy, completeness, adequacy of description and conformance to adopted procedures.
- Responsible for the coordination and development of bid specifications, meeting with other Housing Authority departments to provide assistance in the development of specifications in accordance with established procedures and format.
- Instruct, review or supervise the solicitation of both formal and informal bids through written and oral communication and assures all pertinent terms and conditions are contained within the solicitation document.
- Responsible to review and authorize purchase orders, according to dollar limits established by departmental procedures and provides substantiating documentation.

- Responsible for formal bid opening process, analyzing bids and making recommendations, including negotiating with vendors when needed.
- Responsible for the direct inspection of goods and services received and the processing of damage claims.
- Responsible to develop new sources of supplies, materials and equipment, research inventory and other problems.
- Oversee the maintenance of bidder lists, product files and inventory records.
- Responsible to coordinate meetings and confer with vendors, contractors and Housing Authority staff informing them or providing education regarding purchasing activities, processes or changes.
- Responsible to establish adequate inventory controls and stock replacement procedures.
- Interpret and explain policies and procedures relating to purchasing, contracting, and warehouse and asset management initiating change as Tribal, Federal or State regulations change.
- Analyze, evaluate and modify purchasing methods and procedures and recommend improvements.
- Responsible for the Housing Authority Asset Management Program, ensuring that the requisition, acquisition, maintenance, and disposition of property complies with Federal, State and Tribal standards.
- Responsible to maintain an accurate records of all eligible drivers of Housing Authority vehicles, ensuring that each driver has a valid Montana driver's license and is insurable under the terms of the Housing Authority insurance carrier. Track all Housing Authority vehicles ensuring they have current license registration and tabs and proof of insurance.
- Responsible to initiate and maintain the additions, changes and deletions to the insurance portal of the property insurance as purchases, conversions or sales warrant.
- Oversees the trade-in, reassignment, or sale of supplies, materials, equipment, or sale of supplies, materials and equipment that are surplus, obsolete or unused.
- Keep accurate records; prepares oral and written reports, memos and other correspondence. Ensures proper document trail is maintained for internal and external audits.
- Position will perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- High school graduate or equivalent and BA degree in business or logistics Management, OR five years of experience in Contracting and procurement and/or warehouse management. Considerable experience in Contract procedures and large scale governmental purchasing and warehousing, and asset management, including supervisory responsibility that demonstrates possession of the required knowledge and abilities. Experience with the Tribal sector is highly desirable. This position requires not only technical proficiency but also strong management and supervisory skills.
- Must have a current, valid Montana driver's license and be willing to travel out of the area for training. No alcohol related convictions in the last three years.

**🚩 Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.**

#### **SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of current valid driver's license with proof of liability insurance.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, please submit a copy of DD214.

**SUBMIT ALL OF THE ABOVE TO** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1029/1259.

**FOR MORE INFORMATION:** Dan Tromp, Finance Manager – (406) 675-2700 Ext. 1512