



## PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Louise Burke  
Catalina R. Chacon  
Marc Luker  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Nichole Vasquez-Sutter

Tribal Treasurer:  
Amy Minnearn

### JOB DESCRIPTION

**POSITION:** Purchasing Buyer  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Purchasing  
**SUPERVISOR:** Director of Purchasing  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

#### SUMMARY:

Purchasing Buyer is responsible for all aspects of day-to-day purchasing duties including, but not limited to: purchasing a variety of supplies, materials, equipment and services for use by operating departments; assisting in the preparation of bid/quote specifications; soliciting formal bids and or quotes; setting up new vendors; reaching out to small and emerging businesses; assisting in the resolution of award protests and other purchasing issues.; working closely with the Legal department on contracts, credit applications, etc.; conducting training programs for employees on the use of PTG's purchasing software; and preparing correspondence and reports.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Purchase supplies, materials, equipment and services.
- Maintain vendor files and open account reconciliation.
- Maintain asset inventory.
- Provide assistance and support to Director of Purchasing.
- Assist in the maintenance of electronic document management system.
- Issue Requests for Proposals (RFP's) and/or Invitations to Bid (ITB's).
- Make recommendations for award of contracts and resolve disputes and protests.
- Present requirements to vendors, obtain quotes, assist in negotiations for best value in price, quality and lead times.
- Work closely with Accounts Payable to ensure timely, accurate payments are made to Vendors.
- Daily follow up on open orders to ensure timely delivery of services/goods.
- Perform Credit Card reconciliation and auditing.
- Review requisitions for accuracy and compliance, oversee the distribution of purchase orders, and resolve immediate questions and issues from end-users.
- Review potential vendors and seek to expand partners and assist with managing them accordingly.
- Research and analyze PTG's purchases and market to identify and recommend opportunities to leverage PTG's purchasing power.
- Analyze prices and compare to the open market.
- Monitor supplier's performance, report deviations, recommend supplier remedies.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Develop and generate reports, including but not limited to; number of purchase orders produced, dollar value, vendors involved, and the types of goods and services purchased.
- Performs both physical and electronic receiving of goods/services.
- Assist Director of Purchasing with creation and management of new databases, layouts, scripts as requested by Departments or to further improve efficiency within the Department.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

#### **QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- College Degree preferred; High School diploma required.
- 2-3 years experience in purchasing a wide variety of governmental, industrial, and/or business equipment, materials, and/or services required.
- A valid Certified Purchasing Manager or Certified Professional in Supply Management or similar certification preferred.
- Proficiency with Microsoft Office with a focus on Word, Excel, Publisher, PowerPoint and Outlook required.
- Computerized procurement system (e.g., MIP) or other Purchasing Modules preferred.
- Experience in creating/maintaining file records and a database system.
- Ability to manage multiple projects and properly prioritize workload.
- Prior purchasing and accounting experience with a public agency (e.g., city, county, state, or federal) preferred.
- Must have knowledge of purchasing practices and procedures.
- Experience issuing Requests for Proposals (RFP's) and/or Invitations to Bid (ITB's).
- Strong problem solving skills.
- Experience with conflict management.
- Must possess excellent verbal and written communication skills.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of economic and accounting principles and practices.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to successfully develop training documents and train staff on Department processes.
- Ability to adjust actions in relation to others' actions.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to take initiative and work cross functionally.
- Ability to communicate effectively, both written and verbal.
- Ability to speak with others and convey information effectively.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is constantly required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must lift and/or move up to 35 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, and when outdoors.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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