

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-23-73

Closing Date: Open until filled

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**POSITION TITLE: Procurement Specialist**

**DEPARTMENT: General Services**

**Position Summary:**

Under general supervision of the Director of General Services, the Procurement Specialist will assist with acquisition of all products, supplies, furniture, equipment, vehicles and services. Coordinates a full range of procurement activities in direct support of and for the purchase of supplies, equipment, and services. Initiates cost analysis to determine fair and reasonable cost that foster effective competition. Ensure compliance with all applicable Navajo, state, and federal law, and WIHCC policies. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Ensures free and open competition.
- Researches, gathers, analyzes and determines what method of procurement is advantageous for the organization.
- Develops and executes sourcing strategies for products and services
- Enters requisitions into Financial Software System and creates purchase orders.
- Assists in preparations of solicitations of competitive bid proposals.
- Assists in the development of training materials for user departments on appropriate contracting and procurement methods.
- Interviews vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.
- Monitors and follows applicable laws and regulations.
- Researches and evaluates suppliers based on price, quality, technical factors, selection, service, support, availability, reliability, preventive maintenance, warranties, production and distribution capabilities, and the supplier's reputation and history.
- Confers with staff, users, and vendors to discuss recalled, defective or unacceptable goods, equipment, or services and determine corrective action.
- Evaluates and monitors contract agreements to ensure compliance with supplier contractual terms and conditions and to determine need for changes, i.e. amendment, modification.
- Maintains and reviews computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.
- Arranges the payment of duty and freight charges.
- Completes special projects as assigned.
- Analyzes price proposals, financial reports, and other data and information to determine reasonable prices.
- Performs basic to complex financial analysis and reports on projects of varying contract type, size, and complexity.
- Prepares contract closeouts, including preparing final invoice and closeout documents as required by the contract.
- Oversees the commercial relationships between DMC/WIHCC and its suppliers and ensuring that all aspects of these relationships are held to the highest ethical and professional standards.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Associates Degree in related field required. Bachelor's degree preferred. At least two years of experience with purchasing, buying, acquiring and procuring a variety of good and services required. Purchasing in a healthcare environment preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge of applicable federal, state and local laws related to purchasing functions.
- Knowledge of database software, tools, and usage.
- Knowledge of purchasing practices, regulations, and policies.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to read budgets, rules, regulations, policies, procedures, statistical data, laws, contracts, diagrams, codes, computer screens and print outs, and other documents encountered in the course of work.
- Ability to travel within and outside of the Navajo area.
- Ability to multi-task and meet aggressive deadlines.
- Ability to plan, organizes and completes complex task, and evaluate results.
- Ability to analyze and use data to identify and implement systems improvements.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory resources
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime, if necessary, and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**