Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
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Howe Creek Dist. Rep.: Carrie Rouillard

425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position:	**SSN Tribal Procurement Officer**
Department:	**SSN Tribal Finance Department**
Supervisor:	**SSN Chief Executive Officer, Tribal Administration**
Classification:	**Full-time/Exempt**
Status:	**FTE 40 HOURS PER WEEK, PERMANENT**
Supervisory:	**None**
Salary:	**$31,200.00 - $41,600.00 (DOQ)**
Posted:	**Open 11-02-2026 Close 11-16-2026**

GENERAL OVERVIEW:

Job Summary: Job Summary: The Tribal Procurement Officer coordinates purchasing and procurement activities for the Santee Sioux Nation Tribal Government under the Finance Department. The position supports tribal programs in obtaining goods and services through approved purchasing procedures, maintains complete procurement documentation, and promotes fair competition, fiscal accountability, transparency, and compliance with applicable Tribal policies and funding requirements.

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES:

- Receive and review purchase requisitions for completeness, available approvals, budget or funding information, and compliance with Tribal procurement procedures.
- Prepare, track, and maintain purchase orders and related procurement records; coordinate with Accounts Payable and program staff on receipts, invoices, and discrepancies.
- Obtain and document competitive quotes or bids when required; support solicitations, vendor selection documentation, and procurement files.
- Maintain vendor records and assist with vendor onboarding, required forms, and documentation, subject to Finance Department controls and approval authority.
- Coordinate with department directors and program managers on specifications, delivery schedules, purchasing needs, and procurement timelines.
- Monitor purchasing activity for compliance with applicable Tribal policies, grant award conditions, and federal procurement requirements when federal funds are involved.

- Maintain organized files for purchase requests, approvals, quotes, contracts, receiving records, and audit review.
- Identify potential conflicts of interest, split purchases, unauthorized commitments, and other procurement concerns; refer exceptions to the Finance Director.
- Assist with inventory and fixed-asset documentation, receiving controls, and purchasing reports as requested.
- Protect confidential financial and vendor information; observe segregation of duties and established approval limits.
- Assist with updates to procurement standard operating procedures and staff guidance, subject to required review and approval.
- Perform other related duties as assigned by the CEO/Finance Department Director.

MINIMUM MANDATORY QUALIFICATIONS

- High school diploma or General Educational Development (GED) certificate required.
- Minimum of two (2) years of relevant experience in purchasing, procurement, accounting, finance, business administration, or related administrative operations.
- Working knowledge of purchasing procedures, purchase orders, invoices, vendor management, and financial recordkeeping.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and Outlook.
- Ability to maintain accurate financial records, exercise sound judgment, and protect confidential information.
- Strong organizational, communication, and time-management skills.
- Ability to work independently and collaboratively with Tribal departments, program managers, and Finance personnel.
- Must successfully complete applicable pre-employment background checks and screening requirements.

PREFERRED QUALIFICATIONS

- Associate's or Bachelor's Degree in Business Administration, Accounting, Finance, Supply Chain Management, Public Administration, or a closely related field.
- Three (3) or more years of experience in government purchasing, procurement, financial operations, or contract administration.
- Experience working within a Tribal Government, federal agency, or other public-sector organization.
- Knowledge of federal procurement standards under 2 CFR Part 200 (Uniform Guidance), Tribal procurement policies, and applicable grant requirements.
- Professional certification such as Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), or equivalent certification.
- Experience with competitive bidding, requests for quotations (RFQs), requests for proposals (RFPs), contract administration, and vendor negotiations.
- Familiarity with internal financial controls, audit documentation, inventory management, and procurement compliance.

Skills, Abilities, and other Qualifications

- Ability to provide leadership in strengthening internal communication with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Ability to work independently within established policies, procedures, and schedules.
- Ability to develop and complete reports in a timely manner.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to master and effectively use the database and software systems used..
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to prepare and make comprehensive presentations and professionally communicate before an audience.
- Demonstrate strong interpersonal and leadership skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate advanced knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Pronouncements, as well as Uniform Guidance.
- Demonstrate thorough understanding of financial and accounting practices, procedures, and regulations.
- Demonstrate skill in quantitative financial analysis and budgetary control, sufficient to prepare complex and detailed financial and budgetary analyses and to address a variety of budgetary issues.
- Demonstrated ability to effectively translate complex financial concepts to stakeholders at all levels (i.e., Finance Department Staff, Program Managers, Department Managers/Directors, Fiscal and Audit Committee, Tribal Council, Tribal Citizens, etc.).
- Demonstrate accuracy and thoroughness, with the ability to monitor work to ensure quality.
- Demonstrate keen analytic, organization and problem-solving skills which allow for strategic data interpretation.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge of financial reporting, laws, statutes, and regulations of fiscal grant management.
- Knowledge of indirect vs direct expense rates and allocation methods.
- Knowledge of the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.

- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

Conditions of Employment:

- High School Diploma or GED required; associate degree or relevant coursework in business, finance, or procurement preferred.
- Two years of related purchasing, administrative, bookkeeping, or financial office experience preferred; equivalent experience may be considered.
- Working knowledge of purchase orders, vendor documentation, recordkeeping, and Microsoft word and excel.
- Strong organizational, communication numerical,, and customer-service skills; ability to meet deadlines and maintain confidentiality.
- Ability to learn Tribal procurement policies, applicable grant purchasing requirements, and financial internal controls.
- Experience working with Tribal government or grant-funded programs preferred.

Conditions of Employment:

- Driving: All employees must maintain a current and valid driver's license throughout employment and must be insurable under the Tribe's policy.
- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation: This position is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.
- Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior
- Employment is governed by applicable Santee Sioux Nation Personnel Policies and Procedures. Employment may be contingent upon applicable background checks, pre-employment screening, and other requirements of Tribal policy.

Basic SSN Qualifications (Required):

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly "preferred", but "not required."
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.

- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, "beginning" at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus's**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.

2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.

3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

DISCLAIMER: This job description is intended to provide a general overview of the duties, responsibilities, and qualifications associated with this position within the Santee Sioux Nation Tribal Government. It is not an all-inclusive listing of employment expectations. The Santee Sioux Nation reserves the right to modify or assign additional duties as necessary to meet operational needs. All employees are subject to applicable Tribal laws, Personnel Policies and Procedures, and administrative directives. This job description does not constitute an employment contract or guarantee of continued employment.

EQUAL EMPLOYMENT OPPORTUNITY: The Santee Sioux Nation is committed to providing equal employment opportunities to all qualified applicants and employees without unlawful discrimination. Employment decisions shall be based on qualifications, experience, merit, and the operational needs of the Tribal Government, in accordance with applicable Tribal laws and policies. Indian Preference and Veterans' Preference shall apply in accordance with applicable laws and established Santee Sioux Nation hiring policies.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**
****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION Or; Fill out an "on-line" application.**

APPLICATION PROCEDURES:
***2 forms of identification**
***Current working contact number**
***Completed application (partially completed not accepted)**
***Release of Information form completed**

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219



11/02/2026

APPROVED **DATE**

Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation