

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies.html. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Contract Specialist	Posting Date:	08/06/18	Closing Date:	Open Until Filled
Department:	Procurement/Property	Status:	Regular Full-Time	Amendment #1	
Duty Location:	Carnegie, Oklahoma	Salary:	\$20.00 - \$25.00 per hour		

Job Summary:

Under the supervision of the Executive Director, this position is responsible for contract management and contract administration functions including pre-award and post-award contracting functions from small to large value construction, architectural/engineering contracts, and other consulting, supply/service contracts, and leasing and maintenance contracts for the Kiowa Tribe. Monitors contractors performance, reviews invoices, and approves for payment. Evaluates and negotiates contract changes to contract price and scope and prepares modifications, when needed. Responsible for implementing the purchasing system according to established standards and guidelines; determining which procurement method purchase request is required (e.g., micro-purchase, small purchase, sealed bid, competitive or non-competitive proposals) and contract type, fixed-unit, firm-fixed, cost reimbursement, etc.

Qualifications:

Bachelor's Degree in Business Administration with a minimum of 2 accounting courses or 5 years of professional experience working in procurement, contracting, and property field.
 Understanding of Federal Acquisition Regulations related to procurement and property management functions.
 Knowledge of various types of contracts, i.e., fixed-unit price, firm-fixed price, costs-reimbursable and methods of contracting.
 Experience in the administration of public sector design and construction contracts from solicitation to close-out.
 Ability to plan, assign, and supervise all procurement, property, contacts and motor vehicle functions.
 Excellent interpersonal and negotiation skills.

****This amends the closing date of the announcement to: Open Until Filled****

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Must have a Valid Oklahoma Driver's License and be insurable under the Kiowa Tribe's liability insurance regulations.
 Must submit to and pass an OSBI background check.
 Must pass pre-employment drug testing and subject to random drug screening in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org