



Rincon Band of Luiseno Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Procurement Coordinator

Requisition Num.: 037-2025

Open Date: 10/13/2025

Closing Date: Until Filled

Department: Finance

Classification: Full-Time/Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the general direction of the Director of Finance, the Procurement Coordinator is responsible for providing multi-functional support by planning, organizing, and coordinating the centralized operation of the Rincon Tribal Government's procurement activities. This position ensures that materials, supplies, equipment, and services are acquired in a timely, cost-effective, and compliant manner. The Procurement Coordinator works closely with internal departments, organizations, personnel in regard to other various Tribal projects and assignments, and external vendors to streamline procurement processes, maintain accurate records, and monitor vendor performance. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate and process purchase orders, requisitions, and vendor contracts in accordance with Tribal Government policies and procedures.
- Source and evaluate suppliers, obtain competitive quotes, and negotiate pricing and terms when appropriate.
- Maintain the vendor database and ensure all required documentation is up to date (e.g., W-9s, insurance certificates).
- Track and monitor open orders to ensure timely delivery and resolve any order discrepancies or issues.
- Collaborate with department heads to forecast purchasing needs and ensure budget alignment.
- Ensure compliance with procurement regulations, internal controls, and audit standards following established Tribal Government procurement policies and procedures.
- Assist with bid solicitations and vendor selection processes.
- Generate procurement reports and support financial tracking as needed.
- Provide general administrative support to the procurement function and Tribal Government.
- Execute policies, rules and procedures for the effective operation of the procurement office, including establishing goals, objectives and priorities.
- Assist with establishing Rincon Tribal procurement strategies.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Assist with the development, implementation, and maintenance of procurement and contracting electronic tracking system.
- Assists with the formation and development with scope of work for various departments. Participate in job walks.
- Assists with the development of detailed sourcing and category plans to maximize effectiveness and efficiency.
- Perform sourcing liaising and negotiating with new and existing suppliers to improve business. This includes the coordination of RFP's between the Rincon Tribal Government and Venders.
- 2 CFR 200 procurement code compliance
- Create documentation necessary for the acquisition of materials and services.
- Review supplies, works and services to ensure compliance with government procedures and best procurement practice.
- Provide updates about procurement-related progress and potential delays on a daily basis to department heads and the Finance Director.
- Maintain positive working relationships with strategic suppliers to assure cost, quality and delivery targets are met.
- Evaluate and recommend equipment, materials and supplies. Conduct small equipment inventory and assist with the control of the Tribal Governments supply inventory.
- Assist with the development and administer annual contracts for frequently used commodities and services.
- Present ideas and concepts effectively and persuasively before large and small groups.
- Conduct and/or coordinate complex studies, and prepare comprehensive reports, recommendations surrounding Tribal procurement and contracts.
- Attend required meetings and training.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Perform other related duties as determined by the Director of Finance.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Associate or bachelor's degree in business administration, Supply Chain Management, or closely related field from an accredited college or university preferred.
- 2+ years of experience in purchasing, procurement, or related administrative role, preferably involving municipal government.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Public Purchasing Officer (CPPO), Professional Public Buyer (CPPB), or Senior Professional in Supply Management certification (SPSM) preferred.

Work-Related Knowledge:

- Strong understanding of procurement procedures and vendor management.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook); experience with procurement or ERP software is a plus.
- Strong communication and negotiation skills.
- Ability to multitask, prioritize, and work independently.
- Familiarity with purchasing in a government, nonprofit, or tribal organization is a plus.
- Knowledge of the principles, practices, policies and procedures of procurement/material management.
- Knowledge of principles and practices of management necessary to plan, analyze, develop, direct, control and evaluate a complex purchasing system.
- Knowledge of methods for evaluating costs for services and supplies; product standards of various operating departments.
- Knowledge of methods and resources used in researching and analyzing commodities and services.
- Knowledge of competitive bid practices and procedures; methods used in evaluating vendor capability and performance; and principles and practices of budgeting and budget control.
- Knowledge of governmental procurement and contracting systems, procedures and legal requirements.
- Knowledge of Inventory control procedures.
- Knowledge of Methods and techniques for basic research, statistical analysis, report preparation, and presentation.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values*Trust**Integrity**Open and Honest Communication*
