



**American Samoa  
Power Authority**

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## PUBLIC JOB POSTING

<i>Position Title</i>	<b>Procurement Specialist III</b>	<i>Posting Date</i>	<b>February 3, 2025</b>
<i>Department</i>	<b>Procurement</b>	<i>Deadline</i>	<b>February 14, 2025, 4:00 pm</b>
<i>Division</i>	<b>Support Services</b>		
<i>Position Type</i>	<b>Career Service - 12 months' probation</b>	<i>Pay Range</i>	<b>\$17.29/hour \$35,973/year</b>
<i>Reports To</i>	<b>Procurement Manager</b>	<i>Job Grade/ Status</i>	<b>I/2/A, Non-Exempt</b>

### *Major Duties & Responsibilities*

The Procurement Specialist III is responsible to:

- Manage vendor relationships and oversee order placement (including raw materials).
- Track overall spending and improve bidding processes.
- Perform price negotiations, purchase order creations, order tracking and management, and price dispute resolutions.
- Find quality goods or services at an acceptable price that meets ASPA's needs.
- Solicit bids to procure a variety of required goods and services.
- Perform basic analyses for firm fixed-price or similar contracts.
- Participate as a team member on an acquisition management review team or on an equivalent assignment.
- Conduct basic procurement procedures and techniques; perform commonly used contract methods and type related to pre-award, post-award and/or price/cost analysis functions to perform well-defined and precedent contract actions.
- Analyze business practices and market conditions to evaluate bid responsiveness, contractor responsibility, and contractor performance.
- Present factual information; compose memoranda, minutes, and reports; draft contract provisions and supporting documents.
- Solicit sources of supply and analyzing prices, discount rates, delivery dates, transportation charges, previous performance, commitments and indications of financial responsibility, and recommending the most advantageous offer.
- Assign work in terms of objectives, priorities and deadlines and provide additional assistance with new or unusual assignments.
- Plan and carry out recurring work using established procedures, confer with the supervisor as necessary on technical problems.
- Review purchase orders, contracts, change orders, addendums etc. for accuracy and for compliance with the ASPA procurement rules.
- Renew, prepare, authorize, and/or recommend contract extensions; approve and verify invoices and contract pay applications to be paid.
- Analyze and maintain up-to-date knowledge of market trends, pricing availability, capacity, technology and supplier capability relative to products and parts.
- Other duties as required by Procurement Manager.

### *Minimum Requirements*

<i>Education</i>	Bachelor's degree in Business Administration, Economics, Accounting, or other related field.
<i>Experience</i>	At least 5 years of progressive, proven experience in procurement, compliance, policies & procedures, project management or related fields.
<i>Knowledge, Skills &amp; Abilities</i>	<ul style="list-style-type: none"> <li>• An applicant must show an upward progression of experience indicating increased complexity of duties and responsibilities within their current job, or from one job to the next, that demonstrates the required knowledge, skills and abilities as described.</li> <li>• Must possess basic math skills and ability to analyze numbers and financial forecasting.</li> <li>• Must have excellent communication skills, both oral and written, needed to build and sustain internal and external relationships.</li> <li>• Must be proficient in Windows and MS Office Programs, including Word, Excel, and Access.</li> <li>• Must be detail oriented, organized, and able to work independently and to multi-task.</li> <li>• Must possess knowledge of organizational documents and have ability to perform and report legal research.</li> <li>• Must be personable, responsive, able to interact with attorneys, federal and government agents and other people in the Network including Senior Leaders, Department Directors and Administrators, as well as third parties.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Must have ability to apply critical thinking, problem solving, understand company standards/policies, and the ability to manage projects in a timely manner.</li></ul> |
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***Qualified applicants:*** Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

***An Equal Opportunity Employer \* A Drug Free Workplace***