PROCUREMENT UNIT LEADER JOB AID

Position: Procurement Unit Leader

Section: Finance/Administration Section

Mission:

To provide for the administration of all financial services pertaining to purchases and contracts, and to maintain contract equipment time records

Duties:

- Report to the Finance/Administration Section Chief for briefing.
- Arrange for emergency accounts and coding for service contracts and purchases.
- Obtain Incident Procurement Plan.
- Provide administration and finance forms and procedures for purchases and contract management.
- □ Work with Logistics Section to determine immediate procurement of response equipment and supplies, aircraft, and boats.
- Establish contracts with supply vendors as required.
- □ Finalize contracts and agreements, and obtain signature from appropriate spending authority.
- □ Interpret contracts/agreements and resolve disputes.
- Liaise with Technical Specialist Unit regarding contracted services for specialists.
- Keep records of purchases and contracts.
- Coordinate cost data with cost unit leader.
- □ Maintain unit logs (ICS Form 214).