

## PROCUREMENT UNIT LEADER JOB AID

**Position:** Procurement Unit Leader

**Section:** Finance/Administration Section

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**Mission:**

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

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**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).
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