

# **Re-Advertised JOB ANNOUNCEMENT**

**POSITION:** Food Distribution Director  
**PROGRAM:** Food Distribution  
**ACCOUNT CODE:** 4550-000-6000  
**SUPERVISOR:** Tribal Administrator  
**SALARY RANGE:** Grade 19 -21 \$39,020 - \$43,014 annually  
**CLASSIFICATION:** EXEMPT  
**LOCATION:** Owyhee, Nevada

**OPENS: September 6, 2019**

**CLOSES: OPEN UNTIL FILLED**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.**

## **Special Considerations:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This position operates warehouse equipment. Additionally, this person periodically operates a Tribal vehicle.

**Position Description:**

Is the Director of the Food Distribution program. Supervises a warehouse clerk. Will be under the direct supervision of the tribal administrator.

**Specific Duties:**

1. Will supervise staff member(s), including volunteers.
2. Will do inventory, ordering, storage and distribution of commodity foods.
3. Will prepare and submit reports on a regular basis for funding sources.
4. Will screen applicants for commodity services, must be familiar with commodity guidelines, will need to communicate effectively with clients.
5. Will prepare budgets and control expenditures.
6. Will be responsible for all commodity deliveries.
7. Will maintain cleanliness in and around the building.
8. Will maintain refrigerators, freezers and other equipment.
9. Prepares grant applications.
10. Will be responsible for nutrition education outreach activities.
11. Other related duties as assigned by immediate supervisor.

**MINIMUM QUALIFICATIONS**

1. Graduate from high school or completion of the GED Program.
2. Two years of work as supervisor in any field to demonstrate supervisor abilities Desired.
3. Valid Drivers License
4. Associates Degree Preferred
5. One year of supply clerk/warehouse experience necessary.
6. Must be in good physical condition due to required lifting and carrying (70 lbs.)
7. Must have computer skills, knowledge in Microsoft Office software.
8. Must have knowledge in operating an electrical pallet jack.

\*\*\*Any combination of education or experience may be combined to meet minimum qualifications.