

## JOB ANNOUNCEMENT

**POSITION:** Property & Supply Supervisor  
**PROGRAM:** Finance  
**SUPERVISOR:** Assistant CFO  
**SALARY RANGE:** Grade 19-23 \$19.25–\$ 23.39  
**CLASSIFICATION:** NON-EXEMPT  
**LOCATION:** Owyhee Community Health Facility

**OPENS:** February 23, 2021

**CLOSES:** March 9, 2021

**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. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**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 and personal data. This position oversees the acquisition management function as well as property management for the Shoshone-Paiute Tribes and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

**Job Function:** Under the Direct Supervision of the Chief Finance Officer and/or Assistant CFO, The Property and Supply Specialist will be responsible for matters relating to the property and supply management system operated by the tribe.

**Specific Duties:**

1. Perform a Tribal-wide fixed assets and capital equipment inventory annually.
2. Responsible for equipment being properly tagged when purchased and delivered, to ensure inventories are accurately kept.
3. Assist Finance with the capital assets and inventory depreciation schedule and provide reports, statistical analysis and other information as needed.
4. Will review purchase orders for equipment purchases to ensure compliance with procurement/property and supply procedures.
5. Must complete Tribal and Federal inventory report forms and prepare the tribes fixed assets report for the auditor's use.
6. Will maintain insurance on tribal property (buildings, equipment and vehicles etc.) as directed.
7. Responsible for maintenance agreements for tribal office equipment, as directed.
8. Must be able to understand and analyze problems and interpret Federal Regulations.
9. Responsible for reporting office furniture and equipment changes, completing the necessary Tribal property inventory forms, when programs move offices.
10. Oversee GSA vehicles, including record schedules, vehicle management and maintenance.
11. Working relationship with maintenance vendors and suppliers.
12. Will provide orientation to all new employees regarding interpretation of the property and supply manual.
13. Other duties as assigned when necessary.

**Qualifications and Skills:**

1. Must be a high school graduate or successful completion of GED program.
2. Must be working knowledge of property/fixed assets processes and computer skill and other office machines.
3. Must be willing to be trained to acquire new skills, a well-organized person with a friendly and outgoing manner, with effective communication skills.
4. Valid driver's license and be insurable with the Tribe's insurance carrier.
5. Ability to lift and move office equipment.