**VACANCY ANNOUNCEMENT**

**POSITION:** Inventory Control Specialist
**LOCATION:** Property and Supply Program, Administration Bldg
**ISSUE DATE:** February 7, 2020  UNTIL FILLED

**GENERAL DESCRIPTION:**
This position will be under the direct supervision of the Property and Supply Director of the Property and Supply Program and will be responsible for the Tribe's property, to include heavy machinery, equipment and Trailers. This position will be responsible for handling the Insurance for heavy machinery, equipment and Trailers and will also retain vehicle records. They will also assist with establishing, updating and administering the Tribe's Property and Supply Policies and Procedures concerning tribal property to include heavy machinery, equipment and Trailers.

**DESCRIPTION OF DUTIES:**
- Duties include conducting an annual physical inventory of tribal vehicles, heavy machinery, equipment, Trailers and enter into the Database (Wasp).
- Affixes tribal property tags (from Wasp) and etch on all tribal program vehicles, heavy machinery, equipment and Trailers, $500 or more, owned by the Tribe.
- Keep original vehicle records, Title agreements, Purchase agreements, etc.
- Handles the insurance for Heavy Machinery, Equipment and Trailers
- Evaluates and assesses all Heavy Machinery, Equipment, and Trailers damages (Ex. Accidents, Incidents, stolen, etc.)
- The ICS will maintain current automated Vehicle, Heavy Machinery, Equipment and Trailers inventory listing for annual single audits, for Federal program reviews and for insurance purposes, etc.
- Take photos of tribal property, to include Vehicles, Heavy Machinery, Equipment and Trailers for inventory purposes and upload to database (Wasp).
- Will determine property utilization and transfer procedures for Heavy Machinery, Equipment, and Trailers between programs and documenting all changes
- Notifies Property and Supply Director of any excess Heavy Machinery, Equipment and Trailers received to each program’s property inventory by working with the programs property custodian.
- Working knowledge of tools, supplies, Equipment used in the automotive industry.
- Knowledge of hazards and safety precautions relating to Vehicles, Heavy Machinery, Equipment and Trailers and equipment operations.
• Must be ok with working outside in all weather conditions, exposed to heat, cold, wet and/or humid conditions
• Assists Inventory Control Specialist with lifting, loading, unloading (50 lbs or more) and deliveries, transfers, etc. and delivering them to the Cheyenne-Arapaho Tribes programs as/when needed.
• Must maintain confidentiality of all records, files, documents, reports, etc. for all aspects of the Property and Supply Program.
• Travel may be required to fulfill job duties
• Must be willing to work beyond the normal work hours of 8-5 if necessary
• Attend trainings when necessary as requested by the Director
• Any additional duties assigned by the Property and Supply Director

QUALIFICATIONS:
• Certification of completion from a Vo-Tech is preferred pertaining to Heavy Machinery/Equipment; High School Diploma or GED Certification
• Must possess a valid current Oklahoma Driver’s License and be able to provide verification of mandatory vehicle insurance verification.
• Experience in property management and inventory control, supply management, or combination of specialized work experience.
• Management experience in Federal/State Contract Administration is preferred.
• Must be computer literate in MS Office, Word, Excel, and PowerPoint; Data Base and spreadsheet as well.
• Must be able to obtain:
  o Forklift Safety Certification
  o Microsoft Training Courses
• Attention to detail and problem solving
• Ability to lift 50 lbs. or more several times a day.
• Requires OSBI background check
• Must pass pre-hire drug screen/test and may be subject to random drug test during terms of employment
• Cheyenne & Arapaho Preference
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyennandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:  
www.cheyenneandarapaho-nsn.gov