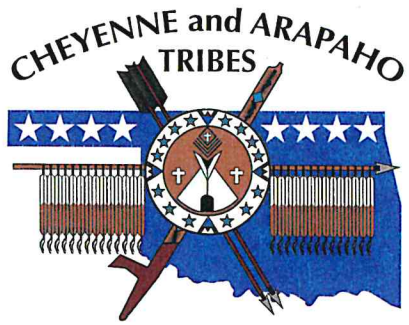


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****Vacancy Announcement*****

POSITION: Property Inventory Specialist
PROGRAM: Food Distribution
LOCATION: Clinton, Oklahoma
ISSUE DATE: February 22, 2022 **CLOSING DATE:** Until Filled

DEFINITION: Under the direct supervision of Food Distribution Program Operations Manager. Office is located Clinton Food Distribution Store. Position will cover the Watonga, Clinton and Concho Food Stores.

DUTIES:

- Vehicle Management:
 - Schedules all maintenance and repairs of all program vehicles.
 - Includes passenger vehicles and delivery trucks.
 - Responsible for equipping all vehicles with necessary vehicle documents, safety equipment and other materials.
 - Acquires annual tribal tag renewals for vehicles.
 - Acquires quotes for vehicle repairs and purchases per the Cheyenne and Arapaho Procurement Policy.
- Equipment Management:
 - Schedules all maintenance and repairs of equipment, including but not limited to:
 - Forklifts & Chargers
 - Electrical Pallet Jacks
 - Industrial Heat and Air Units
 - Commercial Walk-In Coolers and Freezers
 - Generators
 - Electric garage doors, Dock Plates and Fences
 - Lawn Equipment
 - Anything in, on or around all program facilities.
 - Acquires quotes for equipment repairs and purchases per the Cheyenne and Arapaho Procurement Policy.
- Inventory Reports:

- Completes the annual inventory report for the Food Distribution Program at Watonga, Clinton and Concho Food Stores.
- Maintains program inventory and updates as needed.
 - Verifies all required property is properly tagged and entered into the inventory records.
- Responsible for all transactions of property, equipment and vehicles per the Cheyenne and Arapaho Property Manual.
- Records Management:
 - Maintains recordkeeping for each of the following:
 - Program Vehicles
 - Completes Fuelman reports.
 - Program Equipment
 - Completes Maintenance Reports.
 - Program Property
 - Completes Inventory Reports.
 - Vendor Maintenance Agreements
 - Facility Maintenance and Upgrades; Watonga, Clinton and Concho.
 - Stores all reports annually.

ADDITIONAL JOB DUTIES:

- Must have strong administrative skills, well-organized and pay attention to detail.
- Must be able to work with little supervision.
- Must be efficient in Microsoft Office.
- Attend position-related trainings, as needed.
- Any additional job duties assigned by the Coordinator to meet program objectives.

QUALIFICATIONS:

- High School Diploma or GED required.
- CPR/First Aide/AED Certified.
- Must have a Driver's License and be insurable by the Tribes' Fleet Insurance.
- Must be able to do moderate to heavy lifting.
- Cheyenne and 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@cheyenneandarapaho-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