***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:
o Completes the annual inventory report for the Food Distribution Program at Watonga, Clinton and Concho Food Stores.

o Maintains program inventory and updates as needed.
  ▪ Verifies all required property is properly tagged and entered into the inventory records.

o Responsible for all transactions of property, equipment and vehicles per the Cheyenne and Arapaho Property Manual.

o Records Management:
  o 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](http://www.cheyenneandarapaho-nsn.gov)