

## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
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### \*\*\*VACANCY ANNOUNCEMENT \*\*\*

**POSITION:** Project Specialist

**PROGRAM:** Planning and Community Development

**LOCATION:** Concho, OK

**ISSUE DATE:** November 2, 2022      **CLOSING DATE:** November 30, 2022

#### **GENERAL DESCRIPTION:**

Under the general supervision of the Planning and Community Development Director, the incumbent will perform a variety of duties not reserved to the office environment.

#### **DUTIES AND RESPONSIBILITIES**

This list is intended to demonstrate a variety of office and field-work duties that may be performed. Should specific statements be omitted, it does not exclude them from the position if the work is related to the position.

- Demonstrates attention to detail.
- Assists in answering phones and transfer to appropriate staff member or program
- Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Maintains office filing and storage systems.
- Assists in maintaining and ordering of office supplies.
- Assists in maintaining program's Physical inventory
- Assists in maintaining office filing, storage systems and Records inventory
- Assists in coordination of all meetings and events as directed.
- Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Perform work related errands as requested, both administrative and field-work.
- Coordinate and maintains status of all meetings or events as directed.
- Maintains and keeps staff informed about significant items requiring review or action
- Follows instructions; responds to management directions; commits to long hours of work when necessary to reach goals or deadlines, including travel and training.
- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques.
- Read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Calculate figures and amounts such as area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- Observe and document field activities with screening equipment such as cameras, phones, laptops to compile in bi-weekly photo progress reports.
- Compile, organize, maintain and have basic understanding of all maps pertaining to program and tribal land base.
- **Maintaining and cleaning Planning and Developments equipment and vehicles both monthly and quarterly.**
- **Managing vehicle and maintenance logs for all vehicles and equipment. Turn in all forms to Office Manager, on monthly basis.**
- Performs other work related duties as assigned.

**REQUIREMENTS:**

- High School diploma or GED; Associate's Degree is preferred.
- Valid Class C Oklahoma driver's license.
- Strong client communication and teamwork skills.
- Ability to lift or carry equipment in excess of 40 lbs. multiple times a day.
- Proficient computer skills, MS Office.
- Office and administrative practices and procedures.
- Tribal 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](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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