

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7704017
POSITION NO: 942492
CLASS CODE: 4015

Date Posted: 08/16/11
Closing Date: 08/29/11

POSITION TITLE: PROPERTY SUPERVISOR
DEPARTMENT NAME: NAVAJO HEAD START - Crownpoint Agency
DEPARTMENT NO: 770 WORKSITE LOCATION: Gallup, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V61A
Days: Mon-Fri Permanent:
Hours: 8:00-4:00p.m. Temporary: SALARY:
Part-Time: Duration: _____ \$ \$30,846.40 Per Annum
No. of Hrs/Wk: 40 \$ \$14.83 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops, implements, and enforces applicable property control policies, procedures, and regulations; initiates bid requests for supplies and equipment; contacts vendor for price quotes; obtains materials and distributes appropriately; oversees receipt, storage, and distribution of equipment and property; oversees equipment purchases; ensures proper accounting of equipment value; plans, schedules, conducts physical inventory.

Disposes of property surplus including excess and obsolete equipment; conducts inspections of physical property including buildings, equipment and other structures; schedules maintenance to correct environmental health deficiencies; compiles statistical reports, inventories, and updates property records; reports discrepancies and/or damages; tags new property with property numbers; attends and conducts staff meetings, training, and workshops.

Supervises and evaluates assigned personnel; establishes priorities; provides and coordinates staff training; ensures proper maintenance, use and security of equipment and facilities; ensures that proper documentation and clearances are obtained for processing all surplus buildings/equipment donated or transferred from outside agencies to the Navajo Nation.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Purchasing, Business Administration or related field; and three (3) years of property control and inventory experience, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of supervisory principles and practices; knowledge of applicable property control systems, policies and procedures; knowledge of Navajo Nation policies and procedures that affect assigned work; knowledge of basic procurement and receiving methods and practices; skill in providing physical building inventories on all tribal buildings; skill in property control reconciliation; skill in conducting property and equipment inventory; skill in verbal and written communication; skill in establishing and maintaining effective working relationships.

Physical Requirements and Work Environment:

Work requires ability to lift up to 50 lbs and more occasionally; work is generally performed in an office setting.

Specials Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment. Valid state driver's license, *preferred*.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 4/23/2002