

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DODE70116326</u>	DATE POSTED:	<u>09/28/18</u>		
POSITION NO:	<u>949004</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Property Supervisor (S)</u>				
DEPARTMENT NAME / WORKSITE:	<u>NAVAJO HEAD START / WINDOW ROCK, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AP61A</u>
WORK HOURS:	<u>40 hrs. / week</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>34,465.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>16.57</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Oversees the management process of program or projects, which includes facilities/property management; performs full office management duties as the Head Start Property Supervisor in District assigned; including, monitoring, file management, prepares written and professional communications documents, and provides communicative guidance, directives and support; contacts vendor for price quotes; obtains materials and distributes appropriately; oversees receipt, storage and distribution of equipment and property; oversees equipment purchases; ensures property accounting of equipment value; plans, schedules, conducts physical inventory.

Develops, implements and enforces applicable property control policies, procedures and regulations; initiates bid requests for supplies and equipment; identifies new equipment and attaches property control tags, oversees receipt, storage and distribution of equipment and property; oversees equipment purchases and conducts physical inventories to ensure accountability of Navajo Nation assets; generates deletions, transfers and new purchase reports; updates information on daily basis.

Works closely with the Property Asset Manager and regional office in maintaining accurate property listings; maintains records on equipment and equipment loans; retrieves excess property and equipment from programs; may transport new equipment to regional offices and centers; knowledge of bidding procedures and disposal of equipment and supplies; knowledge of record keeping methods and techniques; knowledge of Navajo Nation Policies and Procedures that affect assigned work; knowledge of standards office procedures and practices skill in inventory control methods; works directly with all Head Start staff on preventive maintenance of equipment and appliances; coordinates annually/bi-annually inspections of center equipment's and safety materials, in accordance to Head Start Performance Standards and Office Environmental Health Standards; performs related and other work assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- 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 and experience.

**Special Knowledge, Skills and Abilities:**

- Possess a valid Driver's License.
- Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Head Start Performance Standards, Navajo Nation federal, state and local laws relative to position responsibilities; knowledge of supervisory principles and practice; 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.

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