

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70516325

DATE POSTED: 09/28/18

POSITION NO: 942491

CLOSING DATE: OUF

POSITION TITLE: Property Supervisor (S)

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / CHINLE, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AP61A

WORK HOURS: 40 hrs. / week PART TIME: NO. OF HRS./WK.: _____ \$ 34,465.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 16.57 PER HOUR

NON-SENSITIVE TEMPORARY: _____

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.