THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No:	**OOC0332704**	Date Posted:	**12/20/10**
POSITION NO:	**202513**	Closing Date:	**01/04/11**
CLASS CODE:	**4015**		
POSITION TITLE:	**PROPERTY SUPERVISOR**		
DEPARTMENT NAME:	**Property Management Department**		
DEPARTMENT NO:	**33**	WORKSITE LOCATION:	**Fort Defiance, Az**

WORKS DAYS/HOURS:
Days: **MON - FRI**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration: _____
No. of Hrs/Wk: **40**

GRADE: **N61A**
SALARY:
$ **28,371.20** Per Annum
$ **13.64** Per Hour

DUTIES AND RESPONSIBILITIES:
Responsible for planning, assigning, supervising and coordinating the activities of Personal Property Clerks on a day to day basis. Maintain and provide accounting data related to fixed and expensed assets of the Navajo Nation. Interpret and implement new accounting standards and ensure that accurate ledgers and records are maintained by Property Department staff and are reconciled periodically with reports generated by the FMIS System. Oversee equipment purchases, ensuring proper accounting of equipment value; plans, schedules, conducts physical inventory for assigned division program. Interpret and execute the new Property Department Accounting Policies and Procedures that is currently under review. Ensure compliance with funding source requirements and assist internal, external and /or independent auditors by providing information for audits; assists with and prepares responses to audit corrective action plans if it pertains to Property Department. Disposes of surplus property including excess and obsolete equipment; vehicle disposals, vehicle valuations, represent the Navajo Nation at auctions and Motor Vehicle Division offices, conducts inspections of physical personal equipment, compiles statistical reports, inventories, and updates property records; reports discrepencies and/or damage; tags new property with fixed asset numbers; attends and conducts staff meetings, training, and workshops. Perform special projects on behalf of Office of the Controller and serves as departmental coordinator of related committees and task forces. Mentor, organize, train, motivate and evaluate staff; answers inquires from the public, resolve complaints, and advises organizational units on accounting policies and procedures, and is sometimes delegated in the absence of the Program Manager.

QUALIFICATION REQUIREMENTS:

Education and Training:
An Associate degree in Purchasing, Business Administration or related field; and

Experience:
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/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:
Knowledge of supervisory principles and practices and methods.
Knowledge of bidding procedures and disposal of equipment and supplies.
Knowledge of record keeping methods and techniques.
Knowledge of applicable property control systems, policies and procedures.
Knowledge of Navajo Nation polices and procedures that affect assigned work.
Knowledge of basic report writing.
Knowledge of standard office procedures and practices.
Knowledge of basic procurement and receiving methods and practices.
Skill in simple mathematical calculations, inventory control methods and completing recurring reports.
Skill in inventory control methods.
Sill in verbal and written communication.
Skill in property control reconciliation.
Skill in conducting property and equipment inventory.
Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:
PREFERRED: Must possess a valid state driver's license. Within 90 days of employment, must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***