

PROPERTY SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in coordinating, developing, and supervising the property and supply control functions; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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.

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, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.