



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Records & Property Supply Specialist

DEPARTMENT: Administrative & Office Staff

LOCATION: Administration Building – Tribal Complex

REPORTS TO: Procurement Manager

JOB SUMMARY:

Records & Property Supply Specialist assists the Procurement Manager with obtaining goods and services delivered to the Tribe. Directly responsible for maintaining an inventory record of property owned by the Tribe. Directly responsible for maintaining all records on behalf of the Tribe.

CORE DUTIES AND RESPONSIBILITIES:

Property Supply & Inventory

1. Assists the Procurement Manager with maintaining goods and services delivered to the Tribe, and assists with assuring proper delivery of all products and services to programs in a timely manner.
2. Collects and maintains catalogs, brochures, directories, and trade journals relating to suppliers that can fill orders for the various types of materials, supplies, and/or equipment needed by various offices of the Tribe.
3. Assists Procurement Manager in obtaining quotes from Vendors and solicits bids on supplies, materials, and services as required by procurement policy.
4. Assists Procurement Manager in the development and implementation of updating the procurement and purchasing policy if necessary.
5. Receives all incoming orders, checks packing slips and invoices to insure merchandise is accounted for and damage is non-existent, and processes forms by tribal program.
6. Directly responsible for maintaining a complete inventory record of all tribal property, office equipment, furniture, and GSA/Tribal vehicles owned/leased by the Tribe.

7. Directly responsible for performing an annual inventory on all tribal property, office equipment, furniture, and GSA/Tribal vehicles in order to maintain an accurate ongoing records system for inventory control and accountability.
8. Assists Procurement Manager with knowledge of GSA information and for oversight of vehicle management to ensure proper instruction and maintenance.
9. Assists Procurement Manager in receiving Purchase Requisitions; reviewing Purchase Requisitions insuring all required supporting documentation is attached and all forms are signed; and initiating and processing Purchase Orders for procurement.
10. Performs other duties relating to property management as needed.

Records Management

1. Maintains older tribal records, inclusive of closed out Contracts, Grants, Programs, Administrative/Finance, Tribal Council Meeting Minutes, Resolutions, etc. and facilitates the transfer of some for striate in the Administration Building's storage room or in the Tribe's Record Vault. Records the transfer and location of all records as needed.
2. Maintains information on the location and/or transfer of all files/records for future reference.
3. Locates and researches files for specific information and prepares information gleaned from files when required. Maintains records of materials removed, and by whom.
4. May be required to transfer specific information to microfilm for retention and may be required to enter data onto records.
5. Responsible for the disposition of obsolete files in accordance with established retirement schedules and/or Federal Regulations.
6. Performs other duties relating to records management as needed.

EDUCATION AND EXPERIENCE:

1. Must have high school diploma or GED and at least two (2) years of accredited college hours, preferably in the field of business.
2. Must have had at least four (4) years of work experience in clerical work and be able to work independently with minimum supervision.
3. Must have the ability to understand and interpret Federal Regulations pertaining to procurement policy, property inventory, and retention of records.
4. Be computer literate and able to operate software for letter processing and spreadsheets.

5. Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, individuals, vendors, and various agencies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to stoop, crawl, kneel, and bend in order to pick up equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.