



VACANCY ANNOUNCEMENT

Records & Property Supply Specialist

OPENING DATE:	04/14/2023	CLOSING DATE:	04/28/2023
SUPERVISOR:	Property & Procurement Administrator	SALARY:	TBD
LOCATION:	WCD Building – Tribal Complex	STATUS:	Regular Full-Time

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.

DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- Assists Procurement Manager in obtaining quotes from Vendors and solicits bids on supplies, materials, and services as required by procurement policy.
- Assists Procurement Manager in the development and implementation of updating the procurement and purchasing policy if necessary.
- 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.
- Directly responsible for maintaining a complete inventory record of all tribal property, office equipment, furniture, and GSA/Tribal vehicles owned/leased by the Tribe.
- 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.
- Assists Procurement Manager with knowledge of GSA information and for oversight of vehicle management to ensure proper instruction and maintenance.
- 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.
- 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.
- Maintains information on the location and/or transfer of all files/records for future reference.
- Locates and researches files for specific information and prepares information gleaned from files when required. Maintains records of materials removed, and by whom.
- May be required to transfer specific information to microfilm for retention and may be required to enter data onto records.
- Responsible for the disposition of obsolete files in accordance with established retirement schedules and/or Federal Regulations.
- Performs other duties relating to records management as needed.

EDUCATION AND EXPERIENCE

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

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.