WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION

JOB TITLE: Property and Procurement Director

DEPARTMENT: Executive & Management Staff

LOCATION: Administration Building – Tribal Complex

REPORTS TO: Tribal Administrator

SALARY: Minimum: $23.00 Midpoint: $31.23 Maximum: $37.03

GRADE: EMS – 8

JOB SUMMARY:

The Property and Procurement Director is responsible for the overall administration, coordination, and management of the Tribe's procurement and property functions. This position ensures compliance with Tribal policies, federal regulations, grant requirements, and applicable laws governing purchasing, inventory, surplus property, and fixed assets. The Director provides leadership and supervision for procurement and property staff and oversees the development, implementation, and administration of travel regulations, procedures, training, and travel-related processes to ensure accountability and efficient use of Tribal resources. Works closely with department directors, funding agencies, and Tribal leadership to maintain effective internal controls and support organizational operations.

CORE DUTIES AND RESPONSIBILITIES:

1. Directs and manages all procurement and property management activities of the Tribe.

2. Develops, implements, and maintains purchasing, inventory, property, and travel policies and procedures.

3. Ensures compliance with Tribal policies, federal regulations, grant requirements, and funding agency standards.

4. Promotes accountability, transparency, and sound internal controls in the acquisition, use, and disposition of Tribal assets.

5. Oversee travel regulations, procedures, and processes to ensure compliance with applicable laws and funding requirements.

6. Establishes long-term and short-term departmental goals and objectives.

7. Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic plan.

8. Attends local, state, and regional meetings and conferences.

9. Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.

10. Supervises program staff and implements personnel functions that include evaluating work performance and disciplinary actions.

11. Performs other related tasks to the position as necessary or assigned.

SPECIFIC PROGRAM DUTIES:

1. Evaluates and monitors vendor contracts to ensure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes.

2. Ensures all tribal facilities, contents, and vehicles (inclusive of GSA and tribal vehicles) are covered by insurance. Monitors insurance and provides information and /or paperwork about changes in coverage for tribal property and/or GSA/tribal vehicles to program directors.

3. Oversees all the GSA vehicle management and information to ensure proper instruction and maintenance.

4. Estimates and establishes costs for budgets for purchases, while analyzing price proposals and other information to determine reasonable prices. Negotiate the best deal for pricing and supplies.

5. Oversees the vendors and suppliers based on price, quality, and delivery speed. Utilizes the "buy Indian" initiative when possible by interviewing the vendors to learn about products, services, and prices.

6. Directs and oversees purchasing activities to ensure competitive and cost-effective procurement practices.

7. Reviews and approves purchase requisitions, bid documents, requests for proposals, contracts, and purchase orders.

8. Ensures adherence to Tribal procurement policies and federal grant requirements.

9. Maintains procurement records and documentation required for audits and monitoring activities.

10. Oversees the receipt, inventory, control, maintenance, and disposition of Tribal property and fixed assets.

11. Ensures accurate property records are maintained in accordance with Tribal policies and funding requirements.

12. Ensures surplus and obsolete property is disposed of in accordance with applicable regulations.

13. Develops and implements procedures for safeguarding Tribal assets.

14. Oversees the direction and supervision of travel regulations, procedures, and processes.

15. Monitors travel practices to ensure accountability and effective stewardship of Tribal resources.

16. Ensures customer satisfaction and acts as a liaison by attending meetings, making presentations on policies and procedures, preparing correspondence, communicating with other departments, informing and advising departments and other groups on Procurement Policies and Procedures.

EDUCATION AND EXPERIENCE:

1. **Preferred**: Possess a Master's Degree in Business Administration, Procurement, Facilities Management, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as an administrator or in a position of equal level or responsibility.

2. **Minimum**: BA or BS degree in Business Administration, Procurement, Facilities Management, and a minimum of 5 years' experience in management capacity with a demonstrated experience serving in a high-level managerial or supervisory capacity, and/or a combination of education, training, and experience equal to 5 years can be substituted, which must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledgeable of principles and practices of public and governmental procurement.

2. Knowledgeable of property management, inventory control, and fixed asset administration.

3. Knowledgeable of contract administration and competitive procurement methods.

4. Knowledgeable of travel regulations, reimbursement procedures, and documentation requirements.

5. Knowledgeable of budgeting, records management, and internal controls.

6. Skills in supervisory principles and personnel management practices.
7. Skills in planning, organizing, and directing procurement and property management operations.
8. Skills in supervising and motivating employees.
9. Skills in interpreting and applying regulations, policies, and procedures.
10. Skills in preparing reports, policies, and correspondence.
11. Skills in conducting training and providing technical assistance.
12. Skills in using computer software, databases, and office equipment.
13. Ability to exercise sound judgment and maintain confidentiality.
14. Ability to communicate effectively both orally and in writing.
15. Ability to establish and maintain effective working relationships with Tribal officials, employees, vendors, contractors, and outside agencies.
16. Ability to interpret and explain policies and regulations to employees and management.
17. Ability to work independently and make decisions within established authority.

WORK ENVIRONMENT:
Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings and to other off-site departments. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:
Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:
Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. The Wichita and Affiliated Tribes hiring preference policy 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.