



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0031 Position Title: Property Specialist	Opens: 03/11/24 Closes: OUF
Salary Rate: \$15.00 – \$18.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The Kiowa Tribe's Procurement Specialist is responsible for the management, utilization, re-utilization, excess, accounting and disposal of equipment and vehicles for the Kowa Tribe. Also responsible for the property inventory of buildings and roads. Property Specialist will work with assigned property custodians within each department/director, ensuring all accountable property is reported. Shall enter all property inventory in an automated property system. Incumbent is also responsible for maintaining an updated list of all employees with valid/driver's license in accordance with the Kiowa Tribe's Driving Policy. In addition, incumbent in responsible for the maintenance, exchange of all GSA vehicles to ensure they follow the GSA Fleet Customer Leasing Guide.

Reports To: Procurement Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School Diploma or GED certificate required. Associate Degree in Business Administration preferred. With experience in procurement and property.

- Ensures all property purchased is entered in the property management system and properly tagged.
- Works with the Purchasing Agent to ensure the shipping/receiving is properly completed.
- Responsible for all property that has been declared excess to the Kiowa Tribe's needs.
- Responsible for ensuring departments conduct a quarterly inventory.
- Responsible for screening property at sites where property becomes available to be issued to other departments and agencies.
- Conducts quarterly inventories and reconciliations of accountable property with the departmental property custodians.
- Receives and issues all Kiowa Tribe property ordered through Microix.
- Reports property that has been lost, stolen, missing, damaged and requests for investigations.
- Tracks and observes property for fraud waste and abuse.
- Responsible for obtaining quotes/prices for property that the Kiowa Tribe has determined to repair.
- Coordinate with Procurement Director by conducting a cost analysis with the following; depreciation, value, fair market, percentage thresholds of keeping or selling property, etc.
- Ensures all vehicles are properly insured and works directly with Insurance Broker.
- Ensures that all employees Driver's License are current and performs motor vehicle verifications on driver's license and reports status directly to the Insurance Broker.
- Ensures all GSA vehicles are maintained and in compliance with the GSA Fleet Customer Leasing guidelines.
- Performs other similar duties as assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma Driver's License and reliable transportation. Must be insurable under the Kiowa Tribe Driving Policy
- Must submit to and pass a pre-employment drug test. Position is subjected to random drug testing according to the Tribe's Drug Free Workplace Policy.
- Must possess computer skills applicable to this position.
- Must be able to communicate in an understandable, lucid manner when responding to management, clients, customers or the public.
- Must have ability to utilize various types of electronic equipment and devices.
- Must have excellent communications and relationship building skills.

SUBMIT TO: HR@kiowatribe.org or **DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.