

## Vacancy Announcement #17-136

Position: Director  
(Exempt)

Salary: Grade Level 25/0  
(\$35,572 per annum)

Program: Property & Supply Department

Location: Pine Ridge, So. Dak

Opening Date: November 6, 2017  
Closing Date: November 20, 2017

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### General Description of Duties:

The Director is responsible for the overall functions related to the Property & Supply Department of the Oglala Sioux Tribe. The Property & Supply Director must have knowledge of property management, purchasing & inventory. The Property & Supply Director position also requires great communication skills with tribal programs, federal agencies and auditors. The Property & Supply Director is under the direction of the Comptroller.

### Specific Duties:

1. Through oversight and supervisory actions, processes all requisitions into formal purchase orders.
2. Assure all purchases represent the most economical acquisition of goods, after consideration for delivery, warranty, durability, and other factors that affect the total cost of the goods acquired.
3. Solicits bids for goods and services according to Tribal policy.
4. Maintain a current record of vendors, including product catalogues, to assist employees in identifying the proper goods desired for purchase.
5. Through oversight and supervisory actions, receipts all goods procured and processes the supporting procurement documentation to the accounts payable section of the accounting department.
6. Oversees the Tribe's general liability insurance program and is the Tribe's liaison with the insurance carriers.
7. Through oversight and supervisory actions, maintains an inventory system of personal property, which identifies funding source, cost, condition and location of all Tribal capital goods.
8. Through oversight and supervisory actions, assures all purchase orders are entered into then encumbrance component of the automated account system.
9. Recommends to the Treasurer, items of program property which require disposition.

10. Prepare reports of property inventories, including lists of missing or stolen property.
11. Assist the Tribe's external auditor in locating documentation on procurement actions, or program property.
12. Provide technical assistance to the program directors on the property management system requirements to assure that all program property is tracked according to Tribal policies.
13. Through oversight and supervisory actions, maintain the general fixed assets account group as part of the automated accounting system.
14. Perform other related duties as required by immediate supervisor.

### Requirements and Knowledge:

1. Knowledge of current O.M.B. Circulars.
2. Must be willing to gain knowledge of Oglala Sioux Tribe's five (5) Management Systems; Financial, Record Keeping, Personnel, Procurement and Property Management Manuals.
3. Ability to communicate effectively, both internally and externally, with a diverse customer base.
4. Able to adapt in a rapidly changing environment
5. Strong organizational and prioritization skills

### Qualifications:

1. Bachelor of Science Degree in Administration preferred or High School Diploma/GED and eight (8) years in Supervisory & Management
2. A valid Driver License and have own vehicle.
3. No misdemeanor convictions in past one (1) year (excluding minor traffic violations)

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

### Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

**In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children**