



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES  
 MISSISSIPPI BAND OF CHOCTAW INDIANS  
 P. O. BOX 6010  
 CHOCTAW, MS 39350

- Office of the Director  
601.650.1778
- Social Services Division
  - Children and Family Services  
601.650.1741
  - Assistance Services  
601.650.1666
- Victims Services Division
  - Family Violence and Victim's Services  
601.650.1774
  - Choctaw Children's Advocacy Center  
601.663.7790
- Food Distribution Program  
601.650.1731
- Elderly Nutrition Program  
601.663.7580
- Veterans Affairs Program  
601.650.1737

**JOB ANNOUNCEMENT #574071**

Position Title: Inventory Control and Maintenance Coordinator

Salary: **GRADE 8**

Opening Date: **JULY 25, 2022** JUL 25 2022

Closing Date: **AUGUST 08, 2022 OR UNTIL FILLED**

Supervisor: Children & Family Services Supervisor

Employment Type: Regular Full-Time

Job Location: Children & Family Services Building

**Scope of Service and Effect:**

The Inventory Control and Maintenance Coordinator is responsible for management of property and creating inventory controls for all programs under the Department of Family and Community Services. Oversight includes inside and outside maintenance of all buildings operating within the department. This position also serves as the primary contact for maintenance work requests and insures the performance of such work. Duties of the position include all activities required to maintain the areas of the buildings safe, attractive, comfortable, clean, and efficient for the daily operation of the departmental programs.

**Duties and Responsibilities:**

1. Coordinates and secures inventory controls for supplies, equipment and property belonging to all programs operating under the department.
2. Maintains an inventory of supplies and equipment needed for building and grounds maintenance and notifies appropriate person for major repairs and replacements.
3. Maintains grounds in a safe and attractive condition by cutting grass, trimming shrubs, raking grass, edging walks and curbs, weeding around planted areas, planting shrubs and flowers, and performing other lawn care duties as they arise.
4. Keeps grounds close to and around the buildings free from paper and other debris. This includes the entrance road to the buildings, parking lot, and surrounding woods.
5. Sweeps, mops floors, vacuums, spot cleans and/or shampoos carpeted areas, waxes and buffs floors, handles major cleanups, cleans windows, and keeps all rest room facilities clean and sanitary.
6. Makes minor repairs to the main structure and any building extensions, equipment, and makes any additional repairs as these become necessary.
7. Serves as the contact person for the department on maintenance work requests and collaborates with appropriate programs to ensure completion of requests.
8. Makes certain that the buildings are locked and secured at the end of each day and that temperature controls are set at the appropriate level.
9. Performs other tasks and duties as assigned by supervisor.

Qualifications:

1. High School Diploma or equivalent is preferred.
2. Ability to speak Choctaw and English.
3. Six months to one year experience in custodial, janitorial, or general maintenance work is preferred.
4. Must have a valid Mississippi driver's license, dependable transportation, and liability insurance as required in Tribal policy.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350