



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #545256

JOB TITLE: PROPERTY AND SUPPLY ASSISTANT
OPENING DATE: NOVEMBER 09, 2022 **NOV 09 2022**
CLOSING DATE: NOVEMBER 16, 2022 OR UNTIL FILLED
SALARY: Tribal Pay Scale, Level 8
TYPE OF EMPLOYMENT: Regular Full Time, 255 Contract Days
SUPERVISOR: CTS Maintenance and Grounds Coordinator
JOB LOCATION: CTS Maintenance Office

SCOPE OF SERVICE:

The DOS Property and Supply Assistant will be responsible to ensure that the Division of Schools derives maximum benefit of associated costs in the acquisition of equipment, supplies, materials, and property and in preventative maintenance and repair in conformance with required policies, standards and regulatory guidelines. The Property and Supply Assistant will also be responsible for creating and maintaining an accurate inventory of all DOS equipment, supplies, materials, and property. The individual in this position exercises established duties under the direct supervision of the Director, Division of Schools.

DUTIES AND RESPONSIBILITIES:

1. Provide direct assistance to Principals and Program Coordinators by ensuring the safe, efficient, and economical utilization of all DOS properties and supplies.
2. Develop and implement a district-wide program of inventory control to preserve and protect DOS property.
3. Maintain inventory control of accountable property through computerized inventory listings and property identification through appropriate labeling.
4. Serve as Internal Property and Supply Auditor for the Division of Schools by regularly scheduling inventory audits of all DOS programs and schools.
5. Establish routine standardized procedures for DOS property and supply operations to ensure proper management of facilities, supplies, and equipment.
6. Serve as primary source of contact for information relating to property accountability between DOS, Tribal Administration, Choctaw Agency and Bureau of Indian Affairs.
7. Assist the School Business Manager as needed in the purchasing operation to acquire supplies, equipment, and materials.

8. Prepare and submit reports as required by Supervisor and/or funding agencies.
9. Prepare and submit data, reports, analysis and maintenance records as needed to ensure efficient and cost-effective utilization of resources.
10. Survey materials and supplies utilization and develop and implement a plan for more efficient cost-effective procedures.
11. Other duties which may be incidental/non-routine in nature as assigned by supervisor.

Qualifications:

1. High School Diploma or equivalent.
2. Experience in managing materials and supplies.
3. Knowledge of and experience in procedures for inventory control.
4. Knowledge of and experience with computer data-base/management software.
5. Ability to prepare and write clear, concise reports.
6. Must possess reliable transportation, valid Mississippi driver's license and proof of liability insurance.

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 person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or 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, Mississippi 39350