

**NORTHERN CHEYENNE TRIBE
ADMINISTRATION
JOB ADVERTISEMENT
2019**

POSITION: Facility Department Manager **SALARY: \$18-\$19.00**

DEPARTMENT: Tribal Administration

SUPERVISOR: NC Tribal President

CLASSIFICATION: Regular, Full-Time, non-exempt

OPENING DATE: 9/4/19

CLOSING DATE: 9/18/19

How To Apply: Submit a completed application, (3) current (within 1 year) letters of reference, copies of certifications & RESUME', valid Montana driver license and current driving record, to the Northern Cheyenne Tribe, attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department
And FORWARDED to the Programs/departments.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE
ADVERTISING PROGRAM**

SUMMARY OF WORK: This position provides oversight on all projects/duties for the Facility, Janitorial and Security (F-J-S) Staff. This position is responsible for inspections on projects/duties checking for quality, time and accountability on (19) different tribal program locations. This position is responsible for the planning, implementation and supervision of maintenance, repairs, alteration, improvements for all Tribal structures, grounds, and utilities.

JOB CHARACTERISTICS:

Nature of work: This position is responsible for assisting with the wide array of Facility-Janitorial-Security activities associated with the processing of work orders handed in by programs.

Personal Contacts: Daily contact with program directors and administrators, NC Tribal administration staff, federal and state representatives, NC Tribal employees, NC Tribal Council and the general public.

Supervision Received: The NC President or designee provides daily supervision.

Essential Functions: This position requires ability to provide quality inspections effectively consistent F-J-S support in the work order areas, coordination of work order activities, and such work requires administrative and managerial skills and abilities with a broad technical knowledge of the operation capabilities and maintenance requirements of various kinds of Physical plant room and equipment.

JOB REQUIREMENTS:

Knowledge: This position requires a general knowledge administrative and managerial skills and knowledge of technical aspects of buildings and grounds maintenance and operation.

Skills: This position requires skills in facilities management, janitorial services, and security systems.

Abilities: This position requires the ability to work independently; maintain confidentiality; establish and maintain all files; input and retrieve data; communication effectively orally and have proficient writing abilities; establish effective working relationships with tribal employees and the public; and have the ability to multi-task.

Areas of Job Accountability and Performance:

Ability to plan, implement and supervise the execution of work orders

Ability in the operations and maintenance, repairs, major alterations, and improvements (construction)

Common services covering buildings and structures, grounds, utilities and other facilities on the Northern Cheyenne Reservation.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

-Associate in Applied Science Degree (A.A.S.) in Office Management; with a minimum three (3) years of experience in administration or management.

-Bachelor's Degree in Business Administration, Public Administration, Information Science, Information Technology or other related field is preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Requires knowledge of inventory management
- Makes budget estimates for new operations
- Prepares requests and justifications for new methods and equipment and instructs subordinates..

- Maintains accurate and timely records.

- Demonstrates punctuality.

- Deals tactfully and courteously with the public.

- Observes work hours.

- Establishes and maintains effective working relationships with fellow employees, supervisor, government representatives and the public.

- Effectively assists with improvement in communications with NC Tribal programs, federal and state agencies, and other individuals and organizations doing business with the Northern Cheyenne Tribe..

- Must agree to and sign waiver for pre-employment drug testing.

- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.