

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
POSITION DESCRIPTION**

POSITION: Supplies Assistant *SALARY: \$12.00-\$14.04 per hour*

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE TO: Director of Budgets

CLASSIFICATION: Temporary Full Time

OPENING DATE: 4/28/2021

CLOSING DATE: 5/5/2021 @ 4:00 pm

How to Apply:

1. Submit a completed Northern Cheyenne Tribe Application.
2. Resume – Current and up to date.
3. (3) current references letters within 1 year (one must be from past/present/employers).
4. Copies of credentials, certified copy of transcripts
5. If claiming Tribal Preference, a Tribal I.D. or Tribal Certification.
6. If claiming Veterans Preference, a copy of your DD214
7. Current copy of State of Montana Driver's License.
8. Must have a good driving record and be insurable with our company.
9. Must be in good physical condition and be able to lift at least 50 lbs.

Please submit to:
The Northern Cheyenne Tribe
P.O. Box 128,
Little Wolf Capitol Building, Lame Deer, Mt. 59043
Attention: Human Resources Office

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK: This position help prepares & assist the purchases for the Northern Cheyenne Tribal Board of Health in accordance with the Northern Cheyenne Purchasing Management System. The incumbent provides planning and assist with Emergency response of the Tribal Board of Health programs that are required to be procured. The incumbent provides training and resources for implementing the Purchasing Management System. This position is responsible for processing requisitions for supplies, materials, and services for the Tribal Board of Health and inventorying all property, supplies and contracts as directed by Property/Procurement.

JOB CHARACTERISTICS:

Nature of Work: This position is responsible for procurement planning, annual preparation for procurement of recurring purchases, preparation of advertising bid & proposal notices, contract work follow-up, and proper processing and filing of all documents involved with procurement specific to the Tribal Board of Health programs. This position is primarily sedentary and is performed in an office setting and incumbent is required to lift items weighing up to 50 lbs.

Personal Contacts: The position makes frequent contact with the Tribe's Procurement Office, Tribal Board of Health Program Directors, Program Accountants, Budget Director, Tribal Health Administrator, Tribal Central Finance Department, Vendors, Contractors, Tribal employees, and funding agencies.

Supervision Received: The incumbent's work is primarily independent and receives technical supervision only on complicated or complex matters. The incumbent receives general supervision by the Property/Procurement Coordinator.

Supervision Exercised: None.

Essential Functions: This position is responsible to ensure that requisitions for necessary supplies, materials and services are processed in a timely and prudent manner. The incumbents work is periodically reviewed for compliance with Tribal procurement policies for work quality and quantity.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of competitive procurement practices, contract administration, and internal control. Incumbent must have knowledge of computer applications and programs such as Microsoft professional office.

Skills: Requires skills in the use of a computer, calculator, fax machine, email and telephone.

Abilities: This position requires the ability to plan, schedule, and execute a broad variety of tasks in pre-procurement planning by maintaining accurate logs and files for tracking vendors, contracts and payments with regards to the COVID19 Pandemic. This position requires good judgment and sound business ethics.

JOB ACCOUNTABILITY AND PERFORMANCE STANDARDS:

The incumbent must assure that all requisitions, and invoice submission documents are accurate and valid. The incumbent is responsible to assure that price quotes are obtained, requisitions are properly received, and follow up is conducted to assure that vendor payments are made in a timely fashion in association with the Tribe Central Finance Department and Procurement Office. Evaluation of this position will be based primarily upon performance of the requirements and duties. Examples of job performance criteria specific to the Northern Cheyenne Tribal Board of Health include but are not limited to:

- Meet with Property Procurement Coordinator for directions

- Prepares the procurement of all purchases for COVID 19 response
- Works in conjunction with the Tribe's Procurement Office proposals
- Works in conjunction with the Tribe's Procurement Office in awarding bids and proposals and the preparation of contracts for execution
- Drafts correspondence to follow up procurement issues
- Provides a means of inspection for completed contracts
- Provides annual in-house training opportunities for employees
- Maintains accurate and timely records and submits accurate and timely reports
- Demonstrates proficiency in interpreting the Purchasing Manual
- Adheres to standards of confidentiality
- Demonstrates punctuality and observes work hours
- Must agree to and sign waiver for pre-employment drug testing

EDUCATION AND EXPERIENCE:

A High School Diploma required.

Job requirements:

Knowledge: This position requires knowledge of tribal management policies, and federal/state regulations geared toward Indian Health. Knowledge of administrative support functions, organizational structure of tribal health departments, and office management.

Skills: This position requires skills in office management including telephone etiquette, clerical, computer software/hardware, and other office equipment. Must have skills in letter, memo. Requires good organizational and coordination skills. Must have good communication skills both oral and written.

Abilities: This position requires the ability to review, coordinate, delegate and supervise the work of the employees. More importantly, must adhere to strict standards of confidentiality.

Job performance standards:

- Maintains and efficient and orderly office environment.
- Adheres to confidentiality.
- Observes work hours.
- Demonstrates punctuality.
- Practices good public relations in support of tribal health's functions and activities.
- Establishes and maintains effective working relationship with supervisor, fellow employees and the public.

Education and Experience:

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

- High school diploma or GED.