



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Property Specialist	Department: Procurement/Property
Opening date: 01/31/25	Closing date: 02/14/25
# of vacancies: 1	Location: Carnegie, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Procurement Director
Classification: Non-Exempt	Salary Range: \$16.00 per hour - \$25.00 per hour
Division: Tribal Operations	

JOB SUMMARY:

Works under the supervision of the Procurement Director; responsible for the management and accounting of Kiowa Tribe property, including but not limited to; vehicles, equipment, buildings, and capital assets. Incumbent will execute quarterly inventories and reconcile with assigned property custodians within each department ensuring all property is accounted for. Property Specialist is also responsible for the disposal, maintenance, and upkeep of property utilizing an automated property system. In addition, the Property Specialist will be responsible for maintaining an updated list of all employees with valid/invalid driver's license in accordance with Kiowa Tribe's Driving Policy. In addition, incumbent is responsible for the maintenance, exchange of all GSA vehicles to ensure they are following GSA Fleet Customer Leasing Guide.

RESPONSIBILITIES:

- Ensures all property purchased is entered in a property management system and properly tagged.
- Works with the Purchasing Agent to ensure the shipping/receiving is completed.
- Responsible for all property that has been declared excess to the Kiowa Tribe's needs.
- Ensures excess property is properly reported, condition codes are recorded, pictures are taken, and files with all pertinent information is logged into a property management system.
- Responsible for screening property when property becomes available to be issued to other agencies.
- Conducts quarterly and annual inventories of accountable property with the departmental property custodians.
- Set up new property management systems and reconcile property accounts on a quarterly basis with departmental account custodians verifying their responsibilities.
- Reports property that has been lost, stolen, missing and damaged.
- Obtain quotes/prices for property that the Kiowa Tribe has determined to repair.
- Coordinate with Procurement Director by conducting a cost analysis with the following: depreciation, value, percentage thresholds of keeping or selling property, etc.
- Ensures all vehicles are properly insured and works directly with Insurance Broker.
- Ensures that all employees Driver's License are current and performs motor vehicle verifications on driver's license and reports status directly to the Insurance Broker.
- Ensures all GSA vehicles are maintained and in compliance with the GSA Fleet Customer Leasing guidelines.
- Adheres to all Kiowa Tribe policies.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Performs other similar duties as assigned.

QUALIFICATIONS:

- Associates Degree in Business Administration or General High School Diploma within 4-6 years' experience in procurement and property.
- Knowledge of Microsoft Office 365, specifically, excel spreadsheets.
- Experience with computers, hardware/software in procurement/property of the willingness to learn.
- Familiar with governmental regulations that deal with federal acquisition process and property management system (i.e. Federal Acquisition Regulations (FAR) and OMB Circular internal regulations governing the procurement/property system.)
- Must be able to communicate effectively with your supervisor, and with external and internal clients.

REQUIREMENTS: Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.

Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing. Position is subject to random drug testing according to Tribe's Drug Free Workplace Policy. Must possess computer skills applicable to this position. Must be able to communicate in an understandable, lucid manner when responding or reporting to management, clients, customers or the public. Must have ability to utilize various types of electronic equipment and devices. Will have excellent communication and relationship building skills.

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