



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

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| Job Title: | Supply Technician | Open Date: | March 3, 2021 |
| SLT Program: | Spirit Lake Health Center | Close Date: | March 17, 2021 |

Position Objective: This position is responsible for supporting the property supply activities including storage and distribution, supply identification systems, and other supply related activities for the Spirit Lake Health Center (SLHC). Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES

Major Duties & Responsibilities:

- Responsible for receiving, issuing, etc. This involves and receipts and storage allocation.
- Coordinates the reparation and submission to the area of daily obligations documents, receiving reports, receipts, disposal and adjustment documents, equipment needs, and other report as required.
- Maintains contact with requisitions and other offices on program requirements. Reviews requisitions, supporting documents and reference material to determine special supply action required. Expedites the delivery of urgently required items.
- Responsible for inventory management of decentralized and decontrolled items, including supplies, equipment, forms, and publications. The work includes requirements determinations and forecasting, distribution or redistribution of material, procurements authorization and limited funds managements.
- Responsible for space utilization to maintain full utilization of al storage space.
- Corrects and coordinates the procurement of supplies and services and services from priorities, regulations and procedures.
- Is responsible for completely setting discrepancies regarding invoices and receiving reports before payment is made.
- Performs related duties.

Knowledge Required at a level appropriate for this position:

- Knowledge of standardized supply regulations, policies, procedures and instructions regarding property and supply.
- Knowledge of SLHC programs and operations.
- Knowledge of customer service principles.
- Ability to work with personal computer and utilize a variety of software applications.
- Ability to drive a motor vehicle in adverse weather conditions.
- Skill in providing exceptional customer service.
- Skill in prioritizing and planning.
- Skill in the maintenance of files and records.

- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instruction. The supervisor checks completed work for compliance with procedures with instruction, accuracy, adequacy and timeliness.

Guidelines

Guidelines include SLHC property and supply policies and procedures. These guidelines are generally clear and specific, and deviations must be authorized by the supervisor.

Complexity/Scope of Work

This position consists of related administrative duties. The purpose of this position is to provide support to the property and supply program. Successful performance contributes to the efficiency and effectiveness of SLHC operations.

Contacts

Contacts are typically with other employees and vendors. Contacts are typically to give and exchange information, and provide assistance.

Physical Demands/Work Environment

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The work is typically performed in an office and the noise level in the work environment is usually quiet. While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position requires operation of a motor vehicle.

Supervisory and Management Responsibility

None

Minimum Qualifications:

- High school diploma or equivalent.
- Must possess and maintain a current, active and unrestricted ND Drivers License through course of employment, insurable under SLT driving policy.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

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| Job Location: | Spirit Lake Health Center | Company Industry: | Spirit Lake Health Center |
| Job Role: | Supply Technician | | |
| Employment Status: | Full- time position | Supervision | SLHC Chief Operations Officer |
| Salary Range: | DOQ | Manages Others: | no |

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| Number of Vacancies: | 1 | Other: | |
| More detailed job description can be picked up in the Human Resource Department for this opening. | | | |
| Please Send Application to: | | | |
| Name: | Spirit Lake Tribe Human Resource Department | Email: | ndemarce@spiritlakenation.com or normar@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten | Zip/Postal Code: | 58335 |
| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |
| Application Procedure | Complete application/Completed resume/Application materials must clearly explain how experience and education related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college graduation/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. | | |