

# KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## PROCUREMENT/INVENTORY SPECIALIST

One (1) Part-time (up to 37 hrs/wk), Non-Exempt Position

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING**

- Completed Keweenaw Bay Indian Community application
- Qualification Sheet
- Current Resume'
- Copy of High School Diploma or GED.
- Minimum of 3 Letters of Recommendation
- Copy of valid state Driver's License
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Beth Fish, Personnel Director  
16429 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** August 22, 2018

**Closing Date:** Open Until Filled

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

# KEWEENAW BAY INDIAN COMMUNITY

8/23/18

CEO APPROVED

DATE

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
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## POSITION DESCRIPTION

### **POSITION:**

### **PROCUREMENT/INVENTORY SPECIALIST**

Part-time (up to 37 hrs/wk), Non-Exempt position

### **LOCATION:**

Public Works Department Department  
Baraga, MI 49908

### **SUPERVISORY CONTROL:**

Maintenance Director

### **SALARY:**

Grade 7 (minimum starting wage = \$14.47/hour)

### **QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must have a high school diploma/GED **AND** two (2) years of work experience in the construction/building trade.
- Must be knowledgeable regarding basic building materials and tools.
- Must have a working knowledge of computer programs, including Microsoft Software programs (Word, Excel, Outlook).
- Must have effective written and oral communication, organization, and interpersonal skills; ability to review and interpret concepts and to communicate necessary actions and requests clearly and concisely.
- Must be able to lift 75 pounds unassisted.
- Must have a valid, unrestricted state driver's license and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

### **VETERAN PREFERENCE:**

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (DD214 required).

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## **DUTIES AND RESPONSIBILITIES:**

1. Directs inventory management and control activities including tracking, analysis, carrying costs, consumption and accuracy.
2. Coordinates and manages the storage, issuance and flow of materials and tools.
3. Determines needed supplies and materials for work orders and submits orders to procure items.
4. Maintains a stock of commonly needed materials (i.e.: lightbulbs, screws, etc).
5. Oversees physical inventory counts of all materials and tools and reconciles variances.
6. Maintains secure and reliable tool storage facility.
7. Controls distribution, and sign outs of all tools in the system and assures tools are returned.
8. Directs and participates in maintenance and repair or replace program for all tools.
9. Leads inventory analysis and improvement activities to improve Inventory Turns, accuracy, aging and delivery.
10. Coordinates with staff to develop realistic usage forecasts and continually improve forecast accuracy.
11. Identifies capacity bottlenecks and initiates corrective action with responsible parties.
12. Answer inquiries from employees regarding appropriate tools, supplies, and safety materials for projects.
13. Performs daily data entry into computer system (MicroMain), including entering material information for work orders.
14. Fills in for Office Coordinator as needed.
15. Other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression illustrating duties shall not be held to exclude other duties not mentioned that are similar of level difficulty.*

**Distribution Date:** August 22, 2018

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Qualification Sheet

NAME: \_\_\_\_\_ POSITION: **Procurement/Inventory Specialist**

***Please list your specific experience and knowledge in regards to the following qualifications:***

Must be at least 18 years of age.

\_\_\_\_\_

Must have a high school diploma/GED **AND** two (2) years of work experience in construction/building trade.

\_\_\_\_\_

\_\_\_\_\_

Must be knowledgeable regarding basic building materials and tools.

\_\_\_\_\_

\_\_\_\_\_

Must have a working knowledge of computer programs, including Microsoft Software programs (Word, Excel, Outlook).

\_\_\_\_\_

\_\_\_\_\_

Must have effective written and oral communication, organization, and interpersonal skills; ability to review and interpret concepts and to communicate necessary actions and requests clearly and concisely.

\_\_\_\_\_

\_\_\_\_\_

Must be able to lift 75 pounds unassisted.

\_\_\_\_\_

\_\_\_\_\_

Must have a valid, unrestricted state driver's license and be insurable to operate fleet vehicles.

\_\_\_\_\_