

KEWEENAW BAY INDIAN COMMUNITY

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

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOOT
TONI J. MINTON

OFFICE COORDINATOR

PUBLIC WORKS DEPARTMENT

One (1) Full-time position, Non-exempt

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- High School Diploma or College Transcripts, if applicable
- Minimum of three (3) Letters of Recommendation
- Copy of valid unrestricted Michigan Drivers License
- 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION: PUBLIC WORKS OFFICE COORDINATOR

LOCATION: KBIC Department of Public Works
16347 Ojibwa Industrial Park Road, Baraga, Michigan

SUPERVISORY CONTROL: Public Works Director

SALARY: Grade 6 (minimum starting wage = \$18.40/hour)

QUALIFICATIONS:

- Associates Degree in Business with related course work in accounting, data processing, or administrative management.
- OR**
- High School diploma or GED and a minimum of three (3) full-time years combined experience working in an office coordinator, clerical, or similar position.
 - Exceptional interpersonal and communication skills required – both verbal and written - to relate and work well with many people, including co-workers, employees, vendors, and all levels of management.
 - Must have previous experience and knowledge of work orders and basic accounting functions, preferred.
 - Ability to develop, organize, and maintain a paperless office filing system.
 - Must possess excellent record-keeping practices.
 - Clerical testing at a minimum of 70% with an average typing score of 40 words per/minute.
 - Ability to work well independently without direct supervision.
 - Ability to multitask.
 - Must be proficient with computers and have complete knowledge of:
 - MS Word
 - MS Excel
 - MS Outlook
 - Must have a valid, unrestricted Michigan driver's license and insurable to operate fleet vehicles.
 - Familiar with applicable tribal, local, state, and federal laws and regulations relating to maintenance, transportation project management, and public works.

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- 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 decent.

VETERAN PREFERENCE: Preference will also be given to Veterans (DD214 required)

DUTIES AND RESPONSIBILITIES:

- MicroMain Maintenance Software training will be required within 3 months from the date of hire.
- Answer phones and handle walk-in traffic and sales/vendor calls.
- Gather all related documents to create a clear/clean audit trail for each transaction.
- Complete and record all Purchase Requests daily for routing to the Public Works Director for signature. Develop, organize, and complete, daily of all KBIC – DPW Purchase Requests. Entering them into the excel budget tracking spreadsheets and assuring they are recorded into the MicroMain database, within 24 hours.
- Review for accuracy and completeness all staff time cards before submission to the Director of Public Works for signature once signed and routed to payroll for processing.
- Maintain all interoffice employee files.
- Maintain (paperless) Master Filing system whereby any/all task, job, or project data is individually kept in chronological order.
- Follows applicable policy and procedural guidelines.
- Collect and reconcile all job cost data weekly for supervisory review and approval before billing procedure.
- Prepares Schedule of Values for each task, job, or project.
- Prepares Applications for Payment.
- Collect and reconcile all job cost data weekly for supervisory review and approval before billing procedure.
- Perform all other functions and duties as assigned.

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 to level difficulty.

Distribution Date: June 6, 2024

Closing Date: June 21, 2024 at 4:00 pm

TERO Approved: Debra Picciano
Reviewed for barriers only!
Date: 6/6/2024