

POSITION: Purchasing Coordinator
SALARY: \$21,000 - \$27,000
REPORTS TO: Controller
CLOSING DATE: April 13, 1992

RESPONSIBILITIES:

Purchasing, storing and distributing supplies; maintain agency forms system; oversee equipment maintenance; does related work as required.

DUTIES:

- Ordering supplies and materials to maintain balanced inventory; distributes materials and supplies to all interagency departments.
- Receives and stores supplies; checks incoming material against invoices and P.O.'s.
- Maintains records of current forms used by the agency; assigns and updates form numbers.
- Oversees general maintenance on office equipment.
- Obtaining price quotes for office equipment and supplies.
- Maintains fixed and property inventory.
- Supervises the preparation of bid specifications and contract agreements to procure equipment, supplies and services.
- Administers the preparation, advertisement, opening, and award of all bids; and the requisition and purchase order procedures utilized through-out the Tribe.
- Supervises and coordinates activities of the central purchasing operations.
- Administers the disposal of Tribal surplus and abandoned personal property.

QUALIFICATIONS:

- High school diploma or GED.
- Considerable knowledge of purchasing principles and techniques; with three years experience in purchasing and/or facilities maintenance.
- Knowledge of government retention laws, cost allocation systems, and facilities systems.
- Ability to organize and maintain records; work independently and prepare layout work.
- Skill in operation of standard office equipment and a computer.
- Ability to maintain effective working relationship with co-workers, vendors and outside agencies.
- Communicate effectively both orally and in writing.
- Tribal/Indian preference applies.

TITLE: Health and Human Services Administrative Assistant
SALARY: \$17,000 - \$23,000
REPORTS TO: Health and Human Services Manager
CLOSING DATE: April 17, 1992

RESPONSIBILITIES:

Perform administrative, technical and secretarial duties in support of the Health and Human Services branch; does related work as required. Responsible for routinely and independently performing administrative functions related to the operation of the Health and Human Services branch. Completing tasks at all phases of a departmental function under general supervision, with work being reviewed primarily on the basis of results attained. Carry assignments through to completion with especially complicated tasks reviewed in detail. Serve as office manager.

DUTIES:

- Research and summarize information from various sources into narrative or report format or audio/visual presentation material of own design.
- Research and recommend changes in policies and procedures affecting assigned function.
- Provide and receive information of a complex nature; compose necessary correspondence/reports in response.
- Establish and maintains a variety of files, records and documents establishes procedures where necessary.
- Provide administrative services to the Health and Human Services committee.
- Insure that all office functions are operating properly, representing the interests of the Health and Human Services Manager in decision making.
- Explain tribal/departmental policies, procedures and governing regulations to the public and employees.
- Draft contracts/resolutions; monitors and maintains related files.
- Order purchases of supplies and equipment.

QUALIFICATIONS:

- Minimum qualification is an Associate's Degree in science/art in office administration/management or related field with four years experience, two of which were served in a supervisory capacity of three or more employees; or six years related Bachelor's Degree in business management or public administration and two years of progressively more responsibilities in the areas of health and human services.
- Valid Oregon Driver's License.
- Tribal/Indian Preference applies.

Please address applications and resumes to: Barbara Mercier, Confederated Tribes of Grand Ronde, 9615 Grand Ronde Rd, Grand Ronde, OR 97347

TITLE: Education Administrative Assistant
SALARY: \$17,000 - \$22,000
REPORTS TO: Education Director
CLOSING DATE: April 17, 1992

RESPONSIBILITIES:

Perform administrative, technical and secretarial duties in support of the education branch. Complete tasks at all phases of a departmental function under general supervision, with work being reviewed on the basis of results attained. Carry out assignments through to completion with especially complicated tasks reviewed in detail. Serves as office manager.

DUTIES:

- Research and prepare information into narrative or report format for recruitment presentation of AVT and higher education materials.
- Provide and receive application information for AVT and higher education processing; composes necessary correspondence/reports for response.
- Research and recommend changes in policies and procedures affecting AVT and higher education program functions.
- Establish and maintain a variety of files, records and documents or tracking systems, establishes procedures where necessary.
- Establish interaction between tribe, students, and college/university, or training programs.
- Explain tribal/departmental policies, procedures and governing regulations to the public and educational/training institutions.
- Draft contracts/resolutions; monitors and maintains related files.
- Provide support in administrative and operational functions representing the interests of the education branch.
- Provide assistant supervisory functions of branch staff.

QUALIFICATIONS:

- Minimum qualification is an Associate's Degree in office administration/management or related educational field with four years experience; or six years related educational or management experience with two years supervisory experience of three employees or more. Prefer a Bachelor's degree in education or public administration and two years of progressively more responsibility in the areas of post secondary educational services.
- Familiarity with Financial Aid processing preferred.
- Valid Oregon Driver's License.
- Three references attesting to prior work experience required.
- Tribal/Indian Preference applies.

POSITION: Senior Services Driver
SALARY: \$6.00/hrly/15-30 hrs weekly, regular part time
REPORTS TO: Social Services Director
CLOSING DATE: April 13, 1992

RESPONSIBILITIES:

Transports seniors to and from the seniors' meal site; provides other transportation services as necessary; does related work as required.

DUTIES:

- Transports seniors to and from the seniors meal site.
- Provides assistance to seniors in safe boarding and unloading from vehicle.
- Provides other senior transportation as required.
- Delivers meals for home bound elders.
- Assists cooks with meal preparation, serving, and clean-up.
- Fuels up vehicle and reports any mechanical problems.

QUALIFICATIONS:

- Valid Oregon Driver's License and safe driving record.
- Considerable knowledge of safety practices and precautions in operating a 15 passenger van, and the ability to operate a van in a safe manner.
- Ability to communicate effectively; work well with senior citizens; maintain friendly, courteous and tactful attitude with van riders.
- Physically able to assist van riders in and out of van.
- Must be able to work flexible hours, including weekends.