JOB ANNOUNCEMENT

POSITION: Capital Improvements Office Coordinator

PURPOSE OF POSITION: To perform office support and coordination work in the Capital Improvements Department.

REPORTS TO: Capital Improvements Manager

PAY RANGE: $16.85 - $19.00 (Depending on Experience)

STATUS: Non-Exempt

DUTIES AND RESPONSIBILITIES:
The Capital Improvements Office Coordinator is responsible for maintaining records of vendors, accounts, contracts and work orders, along with assisting the Capital Improvements Manager as a receptionist, computer operator, secretary, and data entry specialist. Also performs other duties as assigned. Specific duties include, but are not limited to:

- Answering phones and directing callers or relaying messages to proper departments or Capital Improvements staff.
- Greet and assist visitors or directs them to the proper staff.
- Processes memos, letters, reports and other documents using Microsoft Office applications such as: Word, Excel and Project.
- Coordinates project meetings with: CIHA staff, Federal, State, and Tribal departments, contractors and/or vendors; and other participants as necessary.
- Prepares procurement for materials and services, prepares requisitions for materials and services, obtaining signatures on PO’s, distribution of PO’s to vendors, and maintaining files of active and inactive purchases.
- Receives incoming mail and date stamps, distributes mail to the proper person, sends outgoing mail, logs in statements and invoices from the mail.
- Prepares contracts as directed by the Capital Improvements Manager and maintains a file of active or inactive contracts with appropriate back-up documentation.
- Review finance contract register on a regular basis
- Assist in the preparation of environmental assessments and maintain environmental records
- Maintain a list of capital improvement projects and schedules
- Prepare and submits a monthly report of activities to the Capital Improvements Manager.
- Establishes and maintains a filing system for CIHA grants from application through warranty, final payment and required reporting.
- Assembles, scans, files and posts documents in the CIHA FileNiche system, including but not limited to work orders, grant and contract documents, procurement files and contractor/vendor files.
SUPERVISORY RELATIONSHIPS:
The Capital Improvements Office Coordinator reports to and receives general direction from the Capital Improvements Manager. He/she is expected to carry out his/her responsibility in an efficient, professional and businesslike manner and in accordance with CIHA policies and federal program requirements. Supervision is not a normal function of this position.

MINIMUM QUALIFICATIONS:
High School diploma or GED plus two years of successful and responsible work experience. Familiarity with building materials or construction trades is an asset, but not required.

KNOWLEDGE, SKILLS AND ABILITIES:
- Must be able to understand applications of regulations, contracts, policies and procedures as they relate to NAHASDA.
- Ability to establish good rapport with the general public, tenants, sub-contractors, suppliers and co-workers.
- Ability to initiate, organize and follow-up.
- Ability to plan and manage time effectively.
- Ability to communicate effectively and clearly both verbally and in writing.
- Ability to initiate, organize and follow-up in regard to assigned and unassigned workload.
- Proficient in MS word, MS excel and outlook.

SPECIAL REQUIREMENTS:
- Must possess a valid Washington State Driver’s license and establish eligibility for CIHA vehicle insurance.
- Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

CLOSING DATE:  Open until filled – First review May 20, 2019. Applications must be received by 3:00 pm PST.

INFORMATION:  Colville Indian Housing Authority
ATTN: Tauni Marchand
P.O. Box 528
Nespelem, WA 99155
(509) 634-2335 (fax)
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit:  www.colvilleiha.org  - scroll down to Employment.

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified.