**KIOWA TRIBE JOB OPPORTUNITY**

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

<table>
<thead>
<tr>
<th>Job Opportunity#: KTJA-22-30</th>
<th>Opens: 06/22/2022</th>
<th>Duty Location: Carnegie, OK</th>
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<tbody>
<tr>
<td>Position Title: Property Specialist</td>
<td>Closes: 07/12/2022</td>
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<td>Salary Rate: $14.00 - $18.00 per hour</td>
<td>Position: Regular Full-time</td>
<td>Category: Non-exempt</td>
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**JOB SUMMARY:**

Incumbent works under the supervision of the Procurement Director and is responsible for the management, utilization, re-utilization, excess, accounting and disposal of equipment and vehicles for the Kiowa Tribe. Also responsible for the property inventory of buildings and roads. Property Specialist will work with assigned property custodians within each department/directorate ensuring all accountable property is reported. Shall enter all property inventory in an automated property system. Incumbent is also responsible for maintaining an updated list of all employees with valid/invalid drivers license in accordance with the Kiowa Tribe’s Driving Policy. In addition, incumbent in responsible for the maintenance, exchange of all GSA vehicles to ensure they are in compliance with the GSA Fleet Customer Leasing Guide.

**Goal:** To lower cost and reduce risk and ensure the security of supply is maintained.

**Reports To:** Procurement Director

**HOW TO QUALIFY FOR THE JOB:**

**Education:** Associate Degree in Business Administration or General High School Diploma with 4-6 years experience in procurement and property.

**Experience:**
- Knowledge of Governmental regulations that deal with Federal Acquisition process and property management system (i.e. Federal Acquisition Regulations (FAR) and OMB Circular internal regulations governing the procurement/property system.)
- Knowledge of computers, hardware/software in procurement/property or the willingness to learn.
- Knowledge of Microsoft Office and outlook/e-mail.

**EMPLOYEE BENEFITS AVAILABLE:**
- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

**WHAT ARE THE JOB REQUIREMENTS?**
- Must possess a valid Oklahoma state driver’s license and be insurable under the Kiowa Tribe’s Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe’s Drug-Free Workplace Policy

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** hr@kiowatribe.org  
**Phone:** 580-654-6464  
**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*

Executive Director Signature: ___________________________ Date: ___________________________