

FORT BELKNAP INDIAN COMMUNITY  
FORT BELKNAP AGENCY  
R.R. 1 - BOX 66  
HARLEM, MT 59526  
(406) 353-2205

TITLE: Program Supervisor STATUS: Full-time/Permanent

DEPARTMENT: Commodity Program SALARY: \$ per hour

SUPERVISION RECEIVED: Incumbent is under the direct supervision of the Tribal Administrator.

SUPERVISION EXERCISED: Exercises supervision over the Program Assistant, Certifying Clerk and other personnel as assigned.

GENERAL DESCRIPTION OF DUTIES:

1. Responsible for operation of commodity food program, including placement of orders, receipt, storage and handling of commodities and issuance of food items to clients according to the policies and procedures established by the Food and Nutrition Service.
2. Responsible for learning computerized system programmed for the Food Distribution Program by USDA. Current system is Inventory Management System (IMS). A new program, Automated Management System (AMS) will be programmed for FY-94.
3. Directs and performs activities involved in monthly issuance of commodities over a six day period with Food Handlers to clients based on their entitlement and on a first in first out basis. Continues to issue to latecomers for the rest of the month, except for the last three days of the month. Provides tail-gate service to elderly, handicapped, and other clients without transportation located on or near the reservation. Responsible for maintenance of delivery truck. Maintains records system to account for food items and to serve caseload of eligible clients; verifies client information and accepts and gives out application forms; takes daily inventory of food items in storage; certifies clients when necessary.
4. Responsible for checking all program records and reports for accuracy and reliability at the end of the month. Submits end of the month reports to State office on a timely basis.
5. Orders commodities based on amount of food items remaining in storage, availability of different items at State warehouse and the number of clients in caseload.

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COMMODITY PROGRAM SUPERVISOR  
JOB DESCRIPTION

6. Arranges to receive and handle each shipment of commodities; ensures that laborers are available for unloading and storing each shipment; counts food items received against totals listed on requisition and receipt forms.
7. Maintains commodity warehouse including upkeep of freezer and cooler and maintenance of property and records.
8. Additional responsibilities of this position include coordination of Nutrition Education with EFNEP, Indian Health Service and various other programs.
9. Responsible for gathering and compiling information needed for the program budget and submits this to the Montana State Office for funding for the program each Fiscal Year.
10. Attends Directors meeting with Tribal Administration.
11. Performs related work as required.

INDEPENDENCE OF ACTION:

Works under general supervision of Tribal Administrator. Follows established policies and procedures in performing work activities. Supervisor is available to assist with the effective operation of the program. Work is reviewed for accuracy and compliance with procedures.

PERSONNEL MANAGEMENT RESPONSIBILITY:

Exercise supervision over workers assigned to program; gives job instructions and ensures that guidelines are followed in performing the work. Maintains time sheets and workers; adheres to established personnel policies and informs staff of any changes.

WORKING RELATIONSHIPS:

Relationships are typically with clients, employees, other tribal programs and public agencies to give and receive information about the work and to coordinate services.

WORKING CONDITIONS:

Works in standard office environment and commodity warehouse. Monthly issuance of commodities involves much standing, walking, and lifting on the part of the incumbent.

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COMMODITY PROGRAM SUPERVISOR  
JOB DESCRIPTION

NECESSARY WORKER TRAITS:

Knowledge: Broad knowledge of commodity program requirements and procedures. Working knowledge of administering a public food distribution program and supervisory principles and practices.

Abilities: Ability to direct employees; maintain accurate records; prepares reports and compile program information for budget; establish and maintain effective working relationships with employees, clients, other public agencies and the general public; follow guidelines; and to communicate effectively verbally and in writing.

Skills: Skilled in operation of computer, typewriter, calculator, and other office machines.

QUALIFICATION REQUIREMENTS:

Training - High School Diploma or GED.

Attends State, Regional, and National workshops annually.

Experience - Three (3) years of supervisory or responsible administrative experience in a food distribution program for low-income households.

Any equivalent combination of training and experience.

Necessary Special Requirements - Possess a Valid Montana State Drivers License.