

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-154 **Issue Date:** 07-17-17 **Closing Date:** 08-04-17

Federal Excess Property Technician
YN Property and Acquisition
Department of Finance
Hourly Wage: \$13.21/Regular/Full-Time

This position is responsible for screening of federal excess personal property for the Yakama Nation utilizing the GSAXcess website. Prepare, submit, maintain and administer standard GSA forms for acquisition of federal excess personal property and obtain appropriate approvals. Work cooperatively with U.S. General Services Administration (GSA) eligible and 638 contract programs. Extensive travel with the responsibility for transport, pick up and unloading of excess property. Maintains property accountability utilizing company asset management system. Assures that supplies and monies are not wasted through excess accumulation. Additionally, provides service to enrolled Yakama member families with household furniture through an application process.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in company asset management software.
- Knowledge of P.L. 93-638 contract and grant procedures awarding use of BIA accountable personal property to tribes and similar organizations relative to the use of federal excess property. At least annually attend applicable trainings to stay in compliance with federal regulations.
- Knowledge of GSA screening requirements and ability to utilize GSA processes for acquisition of federal excess personal property.
- Knowledge of general office administrative procedures.
- Knowledge of personal property and supply management functions, disposal, inventory control processes, forms and documents needed to maintain comprehensive records management, warehouse management and accountability.
- Ability to effectively use organizational and planning skills with attention to detail and follow through.
- Ability to demonstrate problem solving and analytical skills, coupled with demonstrated ability to work to tight and conflicting deadlines.
- Ability to understand all phases of property & acquisition policies and procedures.
- Ability to demonstrate strong customer service skills and the ability to maintain an effective working relationship and to deal professionally, tactfully and diplomatically with the public, peers, and colleagues.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to maintain confidentiality of work related information and materials.
- Ability to utilize a computer and assorted software such as Word, Excel, and Outlook. Utilize the internet to screen federal excess personal property.
- Ability to work independently and productively.
- Ability to maintain federal excess warehouse in a safe and efficient manner, including knowledge in the use of forklifts and safety protocols.
- Ability to drive vehicles up to a 2.5 ton truck.
- Ability to comprehend and follow written and verbal instruction.

General Recruiting Indicators:

- High school diploma or equivalent required and one year experience in property management or inventory control; and proven ability to work independently and prioritize work assignments. OR An equivalent combination of training and experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must pass a thorough criminal background check and ability to possess federal excess screener access.
- Must possess a valid Washington State Driver's license with ability to obtain a Yakama Nation Tribal Driver's permit.
- Must possess a forklift certification or be able to obtain one within 6-months of hire. Commercial driver license (CDL) is desired.
- Must be able to meet the requirements of the position. Job duties require physical endurance such as lifting heavy objects, standing for long periods of time, driving, walking, and climbing.
- Must be able to work in all weather conditions.
- Must have a demonstrated record of excellent time and attendance.