



SPOKANE INDIAN HOUSING AUTHORITY

6401 Sherwood Addition, P.O. Box 195
Wellpinit, WA 99040
(509) 258-4523 Fax: (509) 258-7188

JOB ANNOUNCEMENT

VACANCY ANN#	16-SIHA-0002
POSITION:	DEVELOPMENT OFFICE ASSISTANT
DEPARTMENT:	SPOKANE INDIAN HOUSING AUTHORITY
LOCATION:	WELLPINIT, WASHINGTON
SUPERVISOR:	DEVELOPMENT MANAGER
STATUS:	REGULAR, FULL-TIME
SALARY LEVEL:	\$18.00 - 22.00/HOUR
OPENING DATE:	NOVEMBER 7, 2016
CLOSING DATE:	NOVEMBER 23, 2016

SUMMARY:

The work involved in this position is categorized as procurement, financial, and assistant type work in which the incumbent performs a variety of required tasks relating to procurement, developing job budgets, tracking project revenue and expense, document handling and invoicing for the Development, Force Account, Three Bands and Weatherization Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Develop and implement an updated procurement process for the SIHA
- Propose revised and updated SIHA procurement policies and procedures as needed.
- Accept, assist, and develop all needed information in the development of bids, proposals, or quotes as needed for the SIHA in regards to procurements
- Open all bids, proposals, or quotes; award bids, proposals, or quotes
- Discuss bids, proposals, or quotes and options of procurement with SIHA personnel to obtain the best items as needed for each separate project
- Insure all required documentation is completed for each bid, proposal, or quote as required SIHA standards and/or operating procedures and according to all federal, or state regulations
- Negotiate with vendors as needed to get the preferred merchandise or service at a reasonable price
- Monitor pricing markets of goods and/or services
- Work with vendors to insure prompt and correct delivery requirements
- Work with accounts payable to ensure vendors are paid on schedule
- Source new vendors to compare and/or procure quality products and pricing

- Prepare needed or requested reports for audit purposes
- Provide accurate records of procurements of capital equipment for auditors
- Keep strict confidential information
- Perform filing tasks for Development, Force Account and Weatherization departments
- Assist in the development of the Three Bands Construction Company
- Answers phone for the listed Departments and gives appropriate information to callers and takes messages or routes calls to appropriate persons.
- Track department staff on a daily basis so office staff or visitors are informed.
- Assist Executive Director and other SIHA Directors as needed.
- Prepare files for new projects for the listed Departments and prepares filing for completed project files.
- Preparation of bi-weekly construction staff meetings by putting together an agenda and taking notes also notifying staff members of the meeting.
- Prepare purchase orders and work orders for all listed departments if they are not available
- Perform other related duties as required by supervisor and listed Department managers.
- Maintain the development office during business hours, greeting visitors, and directing visitors to the appropriate person.
- Files correspondence and other records and maintains files in a clear, orderly manner for each listed department.
- Assist with monthly reporting and project close out procedures and maintain monthly ledgers for each listed department.
- Assist in keeping the communication between the Development Department, Force Account Department and Weatherization Department with the Finance Department and the Executive Director.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Solid skills in typing quick and accurately.
- Ability to understand and follow oral and written instructions.
- Ability to operate computer spreadsheet and word of similar programs (**such as Windows, MS Word, and MS Excel**).
- Ability to learn and manage the existing phone system and learn and manage a newly proposed phone system in the near future.
- Ability to prioritize, manage and carry out multiple duties at the same time.
- Ability to work harmoniously with others, communicating effectively both orally and in writing.
- Ability to work with minimal supervision.
- Must maintain confidentiality of employee and contractors information.
- Required to maintain a Washington State Driver's License and be insurable.
- Must be bondable, due to money handling requirements.
- Willing to fill in when the receptionist and other staff are away from the office.

The nature of this work suggests prior office and office manager experience. Candidate should have completed courses in MS Word and Excel, keyboard typing, and business writing. Having completed this type of training the selected candidate can acquire other skills and abilities by performing responsibilities of position, once appointed. Accuracy and dependability is an essential requirement.

Knowledge required for the Development Assistant is to understand and comply with all federal, state, contract, and grant regulations regarding spending of funds awarded to the SIHA.

Also required:

- Knowledge and experience in government grants and contracts
- Understand and have the ability to operate SIHA software systems
- Possess a working knowledge of accounting concepts as it relates to procurement and the awarded contracts and grants
- Understanding of differences between procurement regulations from multiple funding sources. (i.e. Super Circular 200 and other contract and grant regulations, ONAP and HUD rule and/or regulations)

Education:

- Desirable: Bachelor's Degree in Business of Science in Management, or 15 years' experience in procurement and management
- Certifications in Procurement (CPP)
- Certification in Procurement Management (CPPM)
- Minimum: High school diploma, formal vocational school training and at least 7 years prior work experience. Must be insurable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. Employee must regularly lift and/or move up to 50-100 pounds. While performing the duties of this job, the employee regularly works near moving mechanical parts.

**Applications Are Available At the Spokane Indian Housing Authority Office
P.O. Box 195, Wellpinit, WA 99040
Contact: Terry Payne
(509) 258-4523 Fax: (509) 258-7188
E-mail: Terry@spokaneiha.com**

**Applications Must Be Received In Spokane Indian Housing Authority Office
By 4:30 pm on the Closing Date**

**The Spokane Indian Housing Authority Reserves the Right to Hire According
To Its Indian Preference Policy**

**All Applicants May Be Subject To a Pre-Employment Drug Test
All Positions with SIHA are Subject To a 90-Day Orientation Period**