

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-18

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Warehouse / Inventory Technician
OPENING DATE: April 4, 2024
CLOSING DATE: April 12, 2024
DEPARTMENT: Accounting
SALARY RANGE: NE-8; \$26,832 – \$40,248

Position Summary:

Under direct supervision of the Purchasing Supervisor, the Technician serves as the liaison for Pueblo departments and programs regarding inventory control and delivery of property and materials in accordance with established policies, standards, rules, regulations, and procedures. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Exercises/exhibits professional etiquette and demeanor in personal and/or telephone contacts.
- Receives incoming deliveries and shipments. Inspects for damages and verifies package content for accuracy in accordance with established procedures. Delivers to appropriate programs.
- Picks up vendor orders and delivers to the appropriate programs as scheduled.
- Processes paperwork and receipts in a timely manner.
- Posts daily inventory receipts and disbursements accurately.
- Monitors and reviews warehouse stock items to insure adequate inventory levels.
- Updates stock item prices and project information as appropriate.
- Investigates and documents missing inventory stock items and discrepancies.
- Performs and documents inventory cycle counts.
- Prepares physical inventory count sheets and schedules quarterly physical inventory process.
- Develops and maintains computerized and manual inventory files.
- Completes and submits all inventory reports as required or requested.
- Closes and distributes Warehouse Stock Material Tickets at month-end to Accounting and appropriate program or department.
- Assists with inventory of Pueblo fixed assets.
- Assists employees with identifying product information.
- Coordinates warehouse and inventory functions and activities with Purchasing, Accounts Payable, vendors, and POL staff to expedite orders, deliveries, and payments.
- Observes safety rules and maintains a safe and orderly working environment.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents as directed.
- Obtains required certifications within specified time limits; maintains professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Two (2) years of work experience in computerized inventory, warehousing, shipping, receiving or related experience preferred. FEMA ICS 100, 200, 700, 800 Certifications preferred. Must obtain within six (6) months of hire. A combination of relevant education and computer experience directly related to work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Warehouse/Inventory Technician is designated a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, Skills, and Certifications

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of procurement regulations and procedures.
- Knowledge of records management and inventory control.
- Knowledge of occupational hazards and applicable safety precautions.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to handle multiple tasks and meet deadlines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to prepare and maintain written records and reports.
- Ability to work independently and exercise independent judgment.
- Ability to operate a forklift and other warehouse equipment as required.
- Skill in computer use, including Word, Excel, Access, Outlook, and software unique to Program.
- Skill in organizing and maintaining an effective inventory control system.
- Skill in basic accounting and records management tasks.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES