

## POSITION DESCRIPTION

<b>Job Title:</b> <b>COMMUNITY RESOURCE MANAGER</b>	<b>Salary:</b> \$19.08-\$32.16 per hour \$41,184-\$66,893 annual	<b>Effective Date:</b> 4/28/2022
<b>Class:</b> Nonexempt / Flex	<b>Supervisor:</b> Grants Manager	<b>Revision Dates:</b> 9/1/2022, 3/31/2023
	<b>Department:</b> Operations	<b>Revision Number: 2</b>
<b>Board Chairman Signature:</b>		<b>Executive Director Signature:</b>
<b>Subject:</b> position description for Community Resource Manager		Page 1 of 2

### **JOB OVERVIEW**

Under the direct supervision of the Grants Manager, will be maintaining a record system of all warehouse activities involved with the procurement and inventory of essential resource materials, equipment, tools, parts, and supplies in the training and education of tribal members with respect to Community Resource Program Initiatives.

### **DUTIES AND RESPONSIBILITIES:**

- ◆ Maintains warehousing activities for HHCDA essential resource warehouse; establishes operating procedures for activities, such as verification of incoming and outgoing supplies, handling and disposition of materials, and keeping warehouse inventory accurate and current.
- ◆ Inspects physical condition of warehouse and supplies/equipment, for repairs and requisitions for replacement of goods.
- ◆ Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence, such as size, type, style, color, or product code.
- ◆ Compile information and records to prepare purchase orders for procurement of materials and goods-of-service for the HHCDA essential resource warehouse.
- ◆ Compile records of items purchased or transferred between warehouse/employees and inventories in system.
- ◆ May verify bills from suppliers with bids and purchase orders and approve bills for payment.
- ◆ Counts material, equipment, and supplies in-stock and posts totals to inventory records; manually or using computer.
- ◆ Compares office records, such as purchase orders or invoices to obtain current inventory.
- ◆ Verifies clerical computations against physical count-of-stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
- ◆ May drive vehicle to transport items from warehouse to employees/ or other warehouse locations, to pick-up or drop-off supplies, tools, materials, and equipment.
- ◆ Completes required forms and processes, as required by the Inventory Policy;
- ◆ Prepares survey of defective or unusable items.
- ◆ May stock and issue materials, merchandise, and supplies to each warehouse, or designated employee.
- ◆ Works closely with Garden Manager and assists with Community Resource projects for tribal members.
- ◆ Perform other duties as assigned supervisor.

**QUALIFICATIONS:**

- ◆ High school diploma or GED required.
- ◆ Possess excellent organizational, computer, writing and communication skills.
- ◆ Possess independent work habits and established ability to meet deadlines.
- ◆ Knowledge of, and competence in, the building trades, including materials, methods, tools, and terminology, preferred.
- ◆ Knowledge of PC computer in Word Processing, Spreadsheet, and Database.
- ◆ Ability to travel to attend required meetings, training and seminars.
- ◆ Must be able to keep information confidential.
- ◆ Valid driver's license, and proper insurance and qualify to be insurable by the Agency's auto insurance carrier.
- ◆ Preference provided to Native Americans.