



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

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OPEN: 02/08/23
CLOSE: 02/24/23

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: **COMMODITY PROGRAM MANAGER**

RESPONSIBLE TO: Community Services Department Director

SALARY: Step Range: 12-31; Full Benefits
Salary Range: \$38,149- \$66,895
Hourly Range: \$18.34- \$32.16

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: The Klamath Tribes
Commodity Program Warehouse
1625 Martin Street
Klamath Falls, OR 97601

BACKGROUND: Comprehensive Employee

POSITION OBJECTIVES

The primary purpose of this position is to manage the distribution of United States Department of Agriculture (USDA) Food Distribution Program on Indian Reservations (FDPIR) Commodities to eligible Native American/American Indian households residing within the service area of Klamath County of Oregon and Siskiyou County of California. The Commodity Program Manager supervises staff assigned to the program. The Commodity Program Manager will be involved in all aspects of the Commodities Program including but not limited to: knowledge of and adhering to all Klamath Tribes Policies and Procedures and USDA FDPIR Policies and Regulations; requesting grant funds, generating budgets, monitoring program funds and expenditures, providing USDA FDPIR reports, property management, certification of households, monitoring inventory, and coordinating with many external entities including but not limited to the FDPIR Western Regional Office, Department of Human Services, and food banks within the service area.

While this position will be supervised by the Community Services Department Director, this position requires someone who can work independently with minimal supervision

to ensure timely, accurate, and efficient work flow; in accordance with policies and procedures.

This position is grant-funded and continuation of this position is dependent upon the ability to secure additional funding.

MAJOR DUTIES AND RESPONSIBILITIES

1. Knowledge of, and ensure all Commodities Program staff and operations are in compliance with all policies and procedures pertinent to the program, including but not limited to Klamath Tribes Policies and Procedures, United States Department of Agriculture Food Distribution Program on Indian Reservations Policies and Regulations.
2. Ensure that food orders, inventory reports and distribution reports are accurate and produced in a timely fashion.
3. Monitor and assist in certification of households.
4. Perform quarterly reconciliation of Commodities Program cuff accounts with the Finance Department monthly Encumbrance Budget Reports, in order to effectively monitor program funds to ensure the expenditure of program funds.
5. Coordinate and work closely with Food Distribution Program on Indian Reservations Western Regional and National Offices, Indian Health Service, Food Banks, Department of Human Services Food Benefits/Assistance Program(s), and Social Security Administration Offices, and any other agencies or organizations as applicable.
6. Responsible to represent the Commodity Program as the Tribal contact person to participate, coordinate, and correspond with United States Department of Agriculture regarding program management including grant applications, program requirements and attending necessary regular granting agency meetings to maintain program compliance.
7. Monitor food inventory, and supervise the distribution of food in an efficient, accurate, and timely manner.
8. Prepare all Commodities Program budgets.
9. Request grant funds by funding agency deadlines. Locate and request new funding to supplement existing funding. Develop a system to track grants from application to completion. This includes tracking of: grant starting and expiration dates, all financial aspects of the grant, track and report matching funds (both hard match and in-kind), due dates for progress and final reports.

10. Oversee property and facilities management for the Commodities Program. Responsibilities include: ensuring proper tracking of capital and sensitive equipment as well as disposal of excess, damaged or outdated equipment and property; prompting employees of the need to fill out appropriate forms as described in policies; arranging for routine facilities maintenance and repairs.
11. Implement operational plans and procedures.
12. Evaluate the program on a regular basis and advise the department director of progress toward the achievement of program goals and objectives. Continually strive to improve customer service for Commodities Program recipients and households, while also adhering to all Policies and Procedures. Make recommendations for changes necessary to maintain an effective and efficient tribal commodity program.
13. Exercise the full range of supervisory duties for assigned staff. Perform overall work planning, establish work schedules and priorities, and assign and review work. Personally, discuss the progress of the work and problem areas as they may arise. Recommend employee status and other personnel changes, approve leave, evaluate performance, identify training needs, and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on less than satisfactory performance. Keep employees informed of management policies and goals.
14. The incumbent will be called upon to accomplish other tasks within the scope of work.

SUPERVISORY CONTROLS

Works under the direct supervision of the Community Services Department Director, who provides general instructions. Work is assigned in terms of functional/organizational goals and objectives. The supervisor assists with unusual situations which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met. Employee plans and carries out various stages of work by selecting and using approved methods and techniques as appropriate. Final work is reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Works under the direct supervision of the Community Services Department Director, who provides general instructions. Work is assigned in terms of functional and/or

organizational goals and objectives. The supervisor assists with unusual situations which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met. Employee plans and carries out various stages of work by selecting and using approved methods and techniques as appropriate. Final work is reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively and work well with individuals and the public. Particularly persons living in culturally, socially and economically disadvantaged communities.

Ability to communicate effectively, both orally and in written form. This person should be able to express her/himself in a clear and concise manner by telephone, in person, and written form for the purposes of correspondence, reports, instructions, etc., as well as for obtaining information or conveying information to the supervisor.

Knowledge of social service program management.

Ability to interpret and deal with Tribal, State and Federal regulations.

Knowledge of the budget process and ability to prepare and analyze program budgets.

Ability to read financial reports and reconcile funds, for the purpose of ensuring funds are expenses in a timely manner according to policies and procedures.

Knowledge of tribal operating systems, such as personnel, property, procurement, and records management.

Good public relations and interpersonal relationship skills. Incumbent must have the ability to meet with variety of individuals in a professional manner, using tact, diplomacy and mature judgement.

Ability to perform work and accomplish tasks following specific procedures in accordance with established laws, policies, procedures, practices and priorities. This includes the ability to plan, organize and carry out the work using initiative, seeking information and assistance from other sources as necessary, using sound judgment and making decisions based on experience.

Ability to supervise staff.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to have relevant experience equal to four (4) years, with two (2) years of demonstrated management/administrative experience.
- **REQUIRED** to have at least one year of supervisory experience.
- **REQUIRED** to be able to maintain **strict confidentiality** of information pertinent to the nature of the work.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

Preferred Qualifications:

- Bachelor Degree in related field, preferred.
- Experience in operating tribal and human services programs, preferred.
- Familiarity with USDA programs desirable, preferred.

- Experience working with tribal organizations and Indian people, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”. Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)

