POSITION TITLE: Food Purchase Program Manager

DEPARTMENT: Food Program

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Tribal Administrator

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL OPENING: 4/25/2024

INTERNAL CLOSING: 5/01/2024

Summary of Duties and Responsibilities

Manages the distribution of the United Keetoowah Band of Cherokee Indians (UKB) Food Distribution Program to eligible Native American/American Indian households residing within the jurisdictional service area of the UKB. Oversees the daily operations of the program, assures compliance, composes, and submits reports. Oversees budget and expenditures and supervises assigned personnel. Develops policy and procedures for several social programs within Food Distribution. Provides policy interpretation for administration and coordinates department services with other agencies serving UKB citizens. Provides technical training for staff and subordinate supervisors. This position is grant-funded, and continuation of this position is dependent upon the ability to secure additional funding.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.

2. Must comply with all Health policies established by the Tribe.

3. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.

4. Competency in Microsoft applications including Word, Excel, and Outlook.

5. Organizational, verbal, and written communication skills a must.

6. Attention to detail and the ability to multi-task is a must.

7. Administers the Food Purchase Program in accordance with the policies and procedures set forth by both the United Keetoowah Band and the United States Department of Agriculture (USDA).

8. Ensures compliance with all USDA Federal Regulations.

9. Prepares, follows, adheres to, and is responsible for management of annual program budget, including any grants or special projects.

10. Monitors expenses on a monthly basis.

11. Ensures all reports are timely and accurate.

12. Ensures adequate inventory levels of commodities are maintained.

13. Ensures maintenance of program vehicles and equipment.

14. Ensures maintenance of all office and warehouse facilities meets requirements set forth by USDA Food Nutrition Services.

15. Oversees supervision and training of program personnel.

16. Other duties assigned to maintain the Food Distribution Program.

Supervisory Experience

Directly supervises two (2) to four (4) non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and removing problems.

## Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

Education and Experience

1. Bachelor's degree from a 4-year college or university in Business Administration, Business Agriculture, Social Work, Education, Sociology, Psychology, Family Sciences or related field; no substitutions.
2. Four (4) years of relevant experience, with two (2) years of demonstrated management experience.
3. Preferred Qualifications:
4. Must be able to maintain strict confidentiality of information pertinent to the nature of the work.
5. Must possess and maintain a valid Oklahoma Driver’s License, have a good driving record and be insurable by the UKB vehicle insurance policy.
6. Must adhere to the UKB Drug Free Workplace policy.

Knowledge, Skills, and Abilities

Knowledge of food distribution/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 expensed in a timely manner according to policies and procedures.

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

Ability to communicate effectively, both orally and in written form and work well with individuals and the public. Particularly persons living in culturally, socially, and economically disadvantaged areas.

Experience in operating tribal and human services programs.

Experience working with tribal organizations and Native people. communities.

Must have good public relations and interpersonal relationship skills.

Incumbent must have the ability to meet with a 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.

Experience in operating tribal and human services programs.

Experience working with tribal organizations and Native people.

**UKB and Tribal preference applies.**

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to [sthompson@ukb-nsn.gov](mailto:sthompson@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

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Applicant Signature Date