

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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(406) 675-2700
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Transportation and Supply Coordinator

LOCATION: Early Childhood Services – St. Ignatius, MT

SALARY: \$19.93 – \$22.91, plus benefits (May be employed under contract)

CLOSING DATE: Monday, July 27, 2026 at 5:30 p.m. (MST)

This position serves as a Transportation and Supply Coordinator to the Early Childhood Services Program. The incumbent is responsive to the needs of the ECS Program staff Program in the areas of transportation, supplies, safety, and, policy matters, applicable program correspondence, general public relations, and special projects. This position will participate in budget monitoring of supply line items.

A. Transportation:

1. Develops and updates, as necessary, Transportation policies and procedures for approval, utilizing the proper Tribal, State, and Federal guidelines.
2. Performs audits on policies to document compliance
3. Responsible for the ECS GSA and bus fleet in accordance with State law and ECS policies to ensure that vehicles are in safe working order.
4. Oversees the routine maintenance, annual inspections, and storage of vehicles.
5. Ensures that:
 - Bus routes and pick up points are defined and bus drivers adhere to the plan.
 - All bus driver CDL's are up to date
 - The bus drivers train bus monitors, using the "Bus Monitor's Responsibilities" form as a guide, before the monitors begin their duties
6. Is responsible for conducting inspections and bus ride-alongs to ensure safe transportation and to evaluate bus driver's performance at least 2 times per year.
7. Provides bus driver refresher course at the beginning of each program year.

B. Supplies & Electronics:

1. Oversees purchase of classroom supplies for ECS facilities.
2. Will be responsible for ordering, receiving, and distribution of classroom supplies.
3. Tracks and maintains inventory of ECS property. This includes developing and maintaining a tracking system.
4. Will be creating Purchase orders and tracking orders within the Property & Supply ordering process.
5. Will update proper Personnel on inventory list of Tribal tagged capital and non-capital property.
6. Develops and maintains a system for check out of equipment and classroom/center supplies (including electronic checkouts and keys).
7. Will develop and maintain inventory of electronics purchased by ECS for employee use. This may include laptops, cell phones, and tablets.
8. Will be responsible to Collaborate with Information Technology (IT) staff for any software purchases, updates or electronic needs for ECS staff.

C. Other:

1. Assists with new staff orientation providing information relating to safety and transportation.
2. Organizes the setting up and taking down of special projects such as the annual ECS Powwow and Baby Fair.
3. Will be responsible for the supervision of supply technician, which includes completing annual evaluations on staff and follow through with Disciplinary actions, if necessary.
4. Obtains information regarding ECS supplies through phone, correspondence, or personal contact with various staff members, vendors, etc. Records notes for meetings documenting issues discussed and actions taken.
5. Will develop a schedule for routine deliveries to buildings as necessary, including information on locations and electronics and/or supplies.
6. Utilizes the ECS supply order system to track requests for staff. Updates progress as necessary to report to the director as needed as needed.
7. Answers and/or drafts routine correspondence concerning supply or transportation matters for the ECS Director's signature.

For full description of job duties, please request a copy of the job description.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- High school diploma or GED. (minimum)
- Four (4) years' experience acquiring basic knowledge and skills in computers and organizing inventory/supplies.
- Knowledge of school bus transportation and safety systems.
- One (1) years of documented supervisory experience with adults and/or supervision of children in a formal classroom setting.
- Must have or be willing to obtain a Montana CDL within 6 months of hire.
- Employment preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Possess current CPR and First Aid certification with Infant/Child endorsement or be willing to obtain upon hire.
- Health Requirements:
 - Current Physical Exam or ability to obtain Physical Exam upon hire.
 - Current on required immunizations or ability to become current upon hire.
 - Verification of recent TB screening or ability to complete required screen.
- **Must pass drug test and complete a Criminal Record Check including finger-printing**, (no violence against children or individuals, no domestic violence, no sexual abuse or violent acts against children or any person) **prior to employment** and every 2 years thereafter; subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel Department.
- Possess and maintain a current Montana Driver's License and be insurable under the Tribes' fleet policy.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts/degree, certifications,
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Carrie Antoine at THD (406) 675-2700 Ext. #5506