VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE: Business Manager, CE-0301-03/04

POSITION INFORMATION: Year Long

SALARY RANGE: $20.72 TO $36.29 per hour (BIE Education Pay Schedule: based on education and experience.)

LOCATION: Department of the Interior Bureau of Indian Education Turtle Mountain Education Resource Center Facilities Management, Belcourt, North Dakota

ANNOUNCEMENT NUMBER: BIE-FM-2002

ISSUING DATE: May 11, 2020

CLOSING DATE: June 01, 2020

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION

STATEMENT OF DUTIES:
The Business Manager will work along with the Supervisory Facilities Maintenance Worker in all areas of facilities operation and maintenance. Compiles and prepares periodic and special statistical reports relating to programs and other similar or related matters. Maintains and compiles information for completion of $3 million plus budget estimates for facilities. Completes tentative budgets and monitors all funding for the facilities program. Upon receipt of budget allocation, compares original estimates with actual funds received and makes recommendations to supervisor as to distribution based on priority of facilities projects. Keeps supervisor informed as to status of funds. Reviews financial reports and reprogramming of funds. Encodes pay adjustments and charge card corrections to correct coding errors. Reviews monthly statements from the Federal Budget Management System (FBMS) to assure validity of records maintained. Maintains records or resources required, on hand, in use or authorized for the acquisition of supplemental and regular programs. Prepares documents such as journal vouchers, requisitions, purchase orders, requests for training, travel authorizations, travel vouchers,
etc., and forwards for signature and processing. Prepares all procurement packages, processes and monitors utilities and other monthly costs for four (4) BIE Operated schools. Also prepares requests for processing. Maintains suspense record of documents processed and makes periodic follow-ups as required. Encodes all purchase requests in FBMS as needed basis. Maintains duplicate financial program plans, financial reports and budget documents on file. Provides to the school board copies of financial reports and other related information. Maintains ledger of contract expenditures and advises COR, as to the status of it. Prepares and processes corrections as necessary on vehicle charges for program. Based on day-to-day experience in processing resource action documents, determines necessity for and recommends interoffice action document flow and processing practices and procedures to supervisor. Responsible for all human resources for all employees and time and attendance. Responsible for Information Technology for all new and existing IT equipment and supplies; does all imaging and set up for new it equipment. Responsible for Maximo program; which includes work tickets, deferred maintenance, utilities, etc. Will serve as a COR for all procurement for Four (4) bureau-operated and One (1) grant school. Knowledge of the Maximo and FBMS program systems. Responsible for setting up annual inspections for all buildings. Assist with all Environmental Management System requirements for all schools

INDIAN PREFERENCE POLICY:
Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER:
Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:
This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

SUMMARY OF QUALIFICATIONS REQUIRED:
Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:
Placement in the appropriate pay level is based exclusively on education levels as follows:
**Pay Level 03:** Bachelor’s Degree in Business or Education Administration, or closely related field.

**Pay Level 04:** Bachelor’s Degree in Business or Education Administration, or closely related field and one year related experience; or Master’s Degree in Business Administration

The education requirements for Business Specialist/Manager requires a Bachelor’s Degree (or higher) in education or business administration or closely related field which includes or is supplemented by a minimum of 24 semester hours from the following business disciplines: accounting, business/school finance, law, contracts, economics, operations management, business management and policy, management information systems, marketing and organization management.

**CONDITIONS OF EMPLOYMENT:**
A valid State Driver’s license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving between work sites throughout the geographic area of the Education Line Office or school compound. A valid State Driver’s license must be maintained as a condition of employment; failure to do so may result in removal from the position.

**PHYSICAL REQUIREMENTS:**
Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbent may be required to travel for training purposes or attend meetings from the duty station.

**BASIS OF RATING:**
Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants’ advantage to give complete thorough and complete information in a neat and orderly fashion.

**SPECIAL REFERENCE:**
- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to three (3) years, which may be extended.
The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid state driver’s license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator’s License and Driving Record in order to receive consideration. Incumbent must possess a valid state driver’s license.

All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.

Government Housing may be available.

Relocation expenses WILL NOT be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY: To apply for this position, submit a complete Application Package which includes:

1. Applicants must submit a resume or any other written format of the applicant’s choice. Your resume MUST CONTAIN the following:
   a. Vacancy Announcement Number
   b. Job Title
   c. Duties and Accomplishments
   d. Employer’s name and address
   e. Supervisor’s name and phone number
   f. Starting and ending date (month and year)
   g. Hours per week
   h. Salary
   i. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.

2. Copy of Valid State Driver’s License (REQUIRED)

3. Form GSA 3607, Motor Vehicle Operator’s License and Driving Record, available at: https://www.gsa.gov/portal/forms/download/117026, (USE NONFILLABLE PDF VERSION). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process (REQUIRED)

Other supporting documents:

1. Form BIA 4432, Verification of Indian Preference for employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.

2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf (will be required upon selection)

3. Indian Child Protection Requirement Form, must contain original signature and date (will be required upon selection). This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes
enumerated in the law are not eligible for the position. (2019 version) 
https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf

4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant must provide Official College Transcripts for final pay setting.)

5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: https://www.gsa.gov/portal/forms/download/117026, (USE NONFILLABLE PDF VERSION). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.

6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.

7. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant’s qualifications will be evaluated solely on the information submitted by them in their applications.
- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents must be received by the close of business (4:30 pm CST) on the closing date of the announcement.

OFFICIAL MAILING ADDRESS: Bureau of Indian Education
Turtle Mountain Education Resource Center
Attn: Jennifer Grant
P.O. Box 30 – 1215 Gilbert Godon Street
Belcourt, North Dakota 58316

FAX SIGNED AND DATED APPLICATIONS TO: (701) 477-9364

FOR INFORMATION CONTACT: Mr. Casey Sovo, Education Program Administrator
PHONE NUMBER: (701) 550-7025

For VERIFICATION of our receipt of your application-resume, please contact: Jennifer Grant, Program Support Assistant: (701) 477-3463