

**Ponca Tribe of Nebraska
Vacancy Announcement
(Open Until Filled)**

Position Title: Deputy Director of Northern Ponca Housing Authority
Location: Norfolk (NPHA)
Salary: Grade 9 (\$45,697 - \$61,497)
Department: Northern Ponca Housing Authority
Supervisor: Executive Director of NPHA
FLSA Status: Exempt
Classification: Full Time

Summary:

Incumbent will be responsible for assisting the Executive Director in the overall planning, development, implementation and evaluation of the Tribal programmatic goals. Incumbent will also assist in the daily administrative management and supervision of all NPHA staff.

Responsibilities and Duties:

1. Assists the Commissioners and Executive Director in exercising controls and direction over policy development, revises and submits policy needs and procedures necessary to maintain NPHA operations.
2. Planning and research functions which includes, the development, and implementation of the yearly Indian Housing Plan and NAHASDA Activities.
3. Revises and implements NPHA policies and procedures as necessary to enhance management standards and housing operations.
4. Provides high-quality property management and customer service through enhanced communication with residents, public and community.
5. Provides monthly financial analysis of program expenditures and budgets and reports discrepancies to the Executive Director.
6. Develops strategies to improve management and delivery of maintenance operations and improves tenant and resident services.
7. Implements training and supports initiatives to ensure staff productivity.
8. Represents the Commissioners and/or Executive Director in an official capacity at all meetings as required.
9. Reviews ongoing activities within all NPHA areas and work closely with departments in resolving problems and making decisions
10. Assists the Commissioners and Executive Director in exercising executive control and direction over the management of accounting, budgeting and auditing functions, human resource management, the procurement of goods and services, the development of administrative support services and maintenance of management information systems. Drafts and authors correspondence in the course of official duties. May be required to learn to access and utilize various

types of electronic data processing and/or manual recording and information systems used by NPHA, office or related agencies.

11. Develops and administers program budgets; provide leadership and direction in establishing program goals, objectives, and policies; act as the liaison to the Commissioners and or Council on issues affecting housing programs, and to HUD and other governmental agencies concerning the implementation and administration of the assisted and/or affordable housing programs; and investigate and resolve problems involved in the management and administration of housing programs.
12. Maintains personnel files and systems.
13. Directs and/or participates in preparation of educational and informational materials for presentation to Tribal members and other persons and/or general public in newsletters, magazines, news releases on the radio, newspapers, or television.
14. Establishes and maintains effective relationships with other tribal department directors, Council members and federal and local officials.
15. Other duties as assigned.

Relationships and Authority:

Work assignments are very broad in scope and are performed with considerable independence. Managerial aspects of the work are of major importance. Work involves the use of initiative and independent judgment within the framework of established policies and procedures. Supervision is exercised over employees engaged in the planning, implementation, and operation of housing programs. The incumbent works under the general direction of the Executive Director, assumes the duties of the E.D. in his/her absence and work is subject to evaluation based on results.

Working Environment and Physical Demands:

Professional office environment.

Qualifications:

Minimum:

- Bachelor degree in public or business administration or a related field
- 2 years of professional level experience in the management and implementation of assisted and affordable housing programs or other affordable rental housing.
- Two years in related administrative experience.
- Two years of supervisory experience, including multi-level staffing
- Knowledge of human resource planning and employee evaluation procedures
- Knowledge of the procedures involved in the budgeting and expenditure of public funds.
- One year experience working with Native Americans or Native American organizations.

- Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act and Indian Health Services programs.
- Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.
- Must possess excellent written and oral communication skills.
- Must have a valid driver's license and be insurable.
- Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
- Able and willing to travel.

Preferred:

- Master degree in public or business administration or a related field.
- One or more years in Tribal administration.
- One or more years experience in developing and maintaining inter-governmental relationships and agreements when deemed necessary.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 8/26/09

Please note: You **MUST** submit a PTN application in order to apply. Simply sending your resume via careerlink's apply button does not complete the application process. You can download an application from www.poncatribene.org/jobs.php.

Send completed application and resume with cover letter to:

Ponca Tribe of Nebraska
Human Resources Management Department
1701 E Street
Lincoln, Nebraska 68508
Fax: 402-438-9226
mreeson@poncatribene.org

Great benefits include: Health, Dental, Vision, Life, and STD insurance, 401(k) with match up to 7%, Holidays, Vacation, Sick Leave, and more!