

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

**Position Title:** Executive Director of Northern Ponca Housing Authority  
**Location:** Norfolk (NPHA)

**Salary:** Dependant upon qualifications and experience.  
**Department:** Northern Ponca Housing Authority  
**Supervisor:** Board of Commissioners of NPHA  
**FLSA Status:** Exempt  
**Classification:** Full Time

**Summary:**

The Executive Director (ED) is the Chief Administrative Officer for the Northern Ponca Housing Authority. The incumbent directs the NPHA through delegation of responsibility for day-to-day operations to the Deputy Director and division heads. General supervision is also exercised over housing maintenance, occupancy and counseling services, and program planning and development. Work involves advising the Board of Commissioners on Housing and directing diversified assisted and affordable housing programs and tenant and homeownership counseling. The Executive Director has considerable independence for carrying out policy decisions and departmental goals under the general direction of the Commission Chairman and Board of Commissioners. Work is subject to evaluation based on results obtained.

**Responsibilities and Duties:**

1. Administrative responsibility for all NPHA personnel matters, developing and managing all NPHA budgets, grants and contracts;
2. Management oversight for procurement and inventory policies;
3. Plans, organizes, and evaluates various housing operations to effectively mobilize the NPHA's resources for providing and improving affordable housing for Ponca Tribal Members and other Native Americans;
4. Directs studies and prepares recommendations about program development for Indian Housing;
5. Plans and reviews work relating to the NPHA's budget;
6. Leads NPHA efforts to develop the Indian Housing Plans and Annual Performance Reports, present to the BOC and submit to HUD to comply with the IHBG requirements;
7. Reviews and updates census and vital statistics data to ensure IHBG formula used by HUD is accurate and challenge HUD data as necessary;
8. Reviews, revises, and develops departmental policies and operating procedures;
9. Consults with other governmental officials to include Ponca Tribal Council, federal and local agencies about the operation of housing and development programs;
10. Negotiates resolutions concerning issues or problems with contractual agreements, both internal and external to the NPHA;
11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
12. Responsible for management oversight for Low Rent and Homeownership programs, assuring compliance with all HUD policies and regulations as they apply to tribally designated housing entities. Responsibility includes occupancy and maintenance protocols, addressing and resolving complaints and ensuring leases are enforced and rents are collected and accounted for;
13. Works closely with the Development Section to develop a strategy to procure additional grant funding opportunities to leverage NPHA resources;
14. Develops a strategic vision and strategic plan to address housing needs and enhance the NPHA's ability to acquire and or develop additional housing stock, this strategic plan should be reviewed and updated yearly and presented to the BOC and Ponca Tribal Council as part of the annual report;

**15. Other duties as assigned by the BOC.**

**Required Knowledge, Skills and Abilities**

- 1. Principles and practices of Indian Housing Programs and management.**
- 2. Principles and practices of personnel management and supervision.**
- 3. Principles and practices of tribal governments and administration.**
- 4. Principles and practices of community programs and organizations.**

**Ability to:**

- 1. Interpret and understand Native American housing needs and problems.**
- 2. Demonstrated ability to work effectively with Native Americans and culturally diverse environments**
- 3. Work cooperatively with employees, clients, and the public.**
- 4. Communicate orally with co-workers, customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings.**
- 5. Comprehend and make inferences from materials written in the English language.**
- 6. Produce written documents in the English language using proper sentence structure, grammar, spelling, and punctuation.**
- 7. Perform a broad range of supervisory responsibilities over others.**

**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.

**Working Environment and Physical Demands:**

Professional office environment.

**Qualifications:**

**Minimum:**

- Bachelor degree in public or business administration, planning or a related field;**
- Five years of progressively responsible management and budget administration experience for a broad range of housing services such as urban development, housing finance, housing development, housing maintenance programs and implementation of assisted and affordable housing programs or other affordable rental housing;**
- Three 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.**
- **Two or more years in Tribal administration.**
- **Two or more years experience in developing and maintaining inter-governmental relationships and agreements when deemed necessary.**

**TC Approved: 9/8/09**

**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.**

**Submit application and salary history by mail to:**

**Ponca Tribe of Nebraska  
Human Resource Department  
1701 E Street  
Lincoln, NE 68508**

**Or e-mail to: [mreeson@poncatrIBE-ne.org](mailto:mreeson@poncatrIBE-ne.org)**