



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Director

Department: Housing Department

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Tribal Operations Manager

Date Prepared: 09/10/2013

GENERAL DESCRIPTION:

The Director of the Delaware Tribal Housing Department is responsible for leading the department as well as providing direction and oversight to staff so that the Delaware Tribe of Indians may provide quality tribal housing to Native Americans residing within its service area.

QUALIFICATIONS:

High School Diploma or GED

At least four years experience in general mechanical construction or related field

At least one year supervisory experience

Knowledge and Experience managing housing programs regulated by NAHASDA and HUD

Requires high level of knowledge of international building codes

Requires ability to read and understand financial statements

Must have working knowledge of HDS Software

Must have experience developing annual Indian Housing Plan required by HUD

Requires a high level of personal integrity and ethics

Requires a high level of problem solving skills

Requires familiarity with grant writing, administration, and compliance with grant regulations.

Requires a high level of knowledge of the concepts project of management

Requires familiarity with the concepts of budget development and compliance with Tribal budgets

Requires familiarity with planning concepts and processes including but not limited to program planning

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires ability to use Microsoft Office Suite programs as well as Microsoft Project

Requires good interpersonal communication and teamwork skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training

DUTIES AND RESPONSIBILITIES;

Oversee and coordinate all services and activities for the assigned program area

Evaluate, analyze and report on program performance; recommend and implement improvements to the service of delivery system and program models

Monitor program compliance with laws, rules, regulations and requirements of the DTTP, Housing and Urban Development (HUD), and the funding source

Prepare annual plan and budget for the department

Maintain records and provide statistical and other reports both oral and written on new and ongoing programs

Maintain records in compliance with HUD and other audit requirements

Administer, monitor, and manage assigned grants, contracts, and budgets

Ensure compliance with funding source regulations

Prepare recommendations for budget and program adjustments

Possess knowledge of city, county and state health, social, and economic services and resources available to DTHP senior, disabled, youth, and family residents and ensure these individuals will have access to those services

Coordinate the delivery of services to DTHP residents with other service providers

Participate in task forces, committees, working groups, and other meetings with service providers to ensure access for DTHP residents

Effectively communicate the goals, objectives, and success of the DTHP programs to the community

Assist Community, Public and Government Relations Office to develop, administer, and evaluate contracts with service providers and funding sources

Manage service contracts including reviews of reports, approval of invoices, modifications to contracts, contract closeouts, and correspondence with contractors as necessary

Monitor contractor outcomes and progress

Work with the Delaware Tribal Accounting department to monitor spending and contract closeouts

Provide reports on DTHP programs as funders or potential funders may require

Monitor program budgets together with Accounting, Tribal Operations Manager, Tribal Council, Chief, and appropriate staff

Supervise and guide staff using management practices that develop and retain highly competent and productive employees

Create and maintain department policies and procedures; as well as monitor their effectiveness

Create and maintain a highly ordered system of record keeping

Other duties as assigned by the Tribal Operations Manager