

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7911
Job Line: 1-800-236-7050

APPLY ONLINE AT:
<http://oneida-nsn.gov>

POSITION TITLE: Housing Division Director
POSITION NUMBER: 02738
DEPARTMENT: Administration
LOCATION: 2913 Commissioner St, Oneida, WI
DIVISION: Comprehensive Housing Division
RESPONSIBLE TO: OBC Chairman or Designee
SALARY: E09 \$76,558 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: April 25, 2017
CLOSING DATE: May 25, 2017
Transfer Deadline: May 1, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Comprehensive Housing Division (CHD) strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services designed for all Oneida housing functions working together in one division to improve the lives of Oneida families of the Oneida Nation. Ensure collaboration and coordination of our maintenance of housing stock, fiscal management & housing services, in accordance with Tribal Law and the N.A.H.A.S.D.A. Act of 1996 and customer expectations. Provide professional leadership, coordination and assures effective execution for all CHD programs and supports initiatives operational, financial, governance and energy efficiency matters. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Create and maintain a positive atmosphere of leadership, including continuous quality improvement, teamwork, mutual respect, effective group process, professionalism, and accountability.
2. Provide the leadership and management of the planning, organizing, staffing, direction and control functions of the Division as it aligns under the Nation's Strategic Directions & Initiatives.
3. Coordinate and ensure collaboration of the development of strategic plans for Housing areas within the CHD of the Nation. Assure alignment with the Nation's Comprehensive Plan, Land-use Plan, and Comprehensive Housing Plan.
4. Direct the establishment, implementation and communication of goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.
5. Increase management's effectiveness by recruiting, selecting, orienting, training, coaching/mentoring, and counseling senior managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
6. Strengthen the financial, asset management, and operational understanding of Housing management staff system-wide, thereby strengthening coordination and collaboration between Divisions & departments to ensure seamless and high quality service to the Oneida Nation and customers.
7. Host regular divisional staff meetings to ensure communication between appropriate personnel and program-related activities to accomplish assigned goals and strategies.
8. Coordinate the development of each department's operational plans, including goals and evaluation components, and system reviews with each individual department or program within the CHD.
9. Contribute to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Prepare and present reports on the status, activities and plans for current and future operations.
11. Achieve the financial objectives by developing, monitoring and implementation of an annual to a three year fiscal budget.
12. Assure effective and efficient implementation of grant monies and assure program compliance with policies and regulations imposed by funding sources including the N.A.H.A.S.D.A. Act of 1996.
13. Represent the Oneida Nation and the CHD's areas to external local, state, and federal agencies, organizations, and individuals; and establish relationships with programs of common interests.
14. Prepare comments and responses on proposed federal or local legislation, regulations, policies and procedures related to environmental or land concerns affecting the Oneida Nation.
15. Contribute to the organization's effectiveness by offering information and opinion as a member of the management team; integrating objectives with other functions; accomplishing related results as needed.
16. Participate in complex negotiations and mediations towards the settlement of multifaceted and housing issues for the Tribe.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Work is generally performed in an office setting with a moderate noise level.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of all types of housing issues and their impact as well as methods to manage resources effectively and correct deficiencies or problems.
2. Knowledge of research methodologies and data analysis.
3. Knowledge of tribal, state and federal governments.
4. Knowledge of environmental laws and regulations.
5. Knowledge of corporate and/or governmental management, system analysis, operations, finance and accounting.
6. Knowledge of budget preparation and grant/proposal writing.
7. Knowledge of tribal, federal, and state accounting, purchasing and auditing policies and procedures, including the N.A.H.A.S.D.A. Act of 1996.
8. Knowledge of statistical compilation and analyses.
9. Skill in problem solving, human relations, and time management.
10. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
11. Skill in preparing, reviewing, analyzing, and implementing operational and financial reports.
12. Skill in supervising, to include coaching and mentoring staff, training, and evaluating assigned staff.
13. Ability to exercise initiative and independent judgment.
14. Ability to read financial statements, develop and monitor multiple department budgets.
15. Ability to demonstrate a high level of sensitivity to community issues and concerns.
16. Ability to communicate efficiently and effectively both verbally and in writing.
17. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
21. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
22. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Previous experience with HUD regulations.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Master's Degree in Public Administration, Business Administration, Planning Housing or related field; seven (7) years progressive work experience in housing program management **OR** Bachelor's Degree in Public Administration, Business Administration, Planning, Housing or related field; nine (9) years progressive work experience in housing program management.

ITEMS TO BE SUBMITTED WITH APPLICATION:

1. Portfolio to demonstrate education and experience.
2. Two (2) letters of reference, current or within the last three (3) years.