

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department  
909 Packerland  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

[www.oneida-nsn.gov](http://www.oneida-nsn.gov)

**POSITION TITLE:** Housing Operations Manager  
**POSITION NUMBER:** 02417  
**DEPARTMENT:** Oneida Housing Authority  
**LOCATION:** 2913 Commissioner St Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Housing Authority Executive Director  
**SALARY:** E05 \$43,772/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** February 3, 2012  
**CLOSING DATE:** February 10, 2012  
**Transfer Deadline:** February 10, 2012  
**Proposed Start Date:** As Soon As Possible

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin 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**

This position will assist in the planning, directing, and reviewing activities and operations of the Oneida Housing Authority (OHA), in accordance with Tribal Law and the N.A.H.A.S.D.A. Act of 1996. This position will assist the Executive Director in all functional areas of housing including financial, federal reporting, program administration, supervising personnel and grant compliance work activities. Continuation of this position is contingent upon funding allocations.

#### **DUTIES AND RESPONSIBILITIES:**

1. Supervise, assign duties to, and coordinate the activities of staff to include; hiring, evaluations, scheduling, disciplinary actions, training, orientation, coaching, and employee motivation.
2. Assist in developing the annual IHP plan, organize programs, and direct the operations of resident services, maintenance, and rehabilitation in collaboration with supervisor.
3. Provide interpretation and implementation of decisions of OHA; exercise judgment in analyzing complex administrative public relations, housing marketing, and resident issues.
4. Generate required reports in a timely manner.
5. Prepare, present and monitor the annual operating budget for resident services, rehabilitation and maintenance program areas.
6. Attend training in NAHSADA policy and guidance regulations. Develop a five (5) year education plan for housing management certification from National American Indian Housing Council.
7. Attend and participate in the development of housing public relations, and resolve resident problem issues.
8. Represent OHA at community, regional and national organizations to explain programs, policies and compliance regulations of the OHA to various governmental agencies.
9. Maintain a constant and favorable liaison with the Department of Urban Development and Tribal programs.
10. Provide, direct and coordinate staff meetings for the coordination of resident services and any special projects.
11. Active participation in the Oneida Housing Task Force when requested.

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

12. Maintain continued housing education related to career advancement through education programs and certifications.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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. Frequently walk, sit; use hands to finger, handle, or feel; reach with hands and arms.
2. Occasionally stand, stoop, kneel, and lift and/or move up to twenty-four (24) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. 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 applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge and experience in short and long term strategic plans.
3. Knowledge of department organization, functions, objectives, policies and procedures.
4. Knowledge of records management and basic accounting procedures.
5. Knowledge and skill to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with stressful situations and conditions when dealing with the public.
6. Skill in organizational management that complement the priorities of multi-task work activities.
7. Skill in interpersonal relations. This will require an individual to be able to deal with the general public and the Tribal community with tact, courtesy, respect objectivity and maturity.
8. Skill in analytical, numerical, statistical reasoning and decision making.
9. Ability to set goals, develop strategies and schedules for meeting goals and anticipating obstacles and alternative strategies.
10. Ability to inform and communicate verbally and in writing in diverse populations.
11. Ability to initiate action plans, direct activities of individuals and groups, and adapts personal leadership strategies to enhance housing goals and objectives.
12. Ability to employ a participatory management style advocating team approaches to conflict resolution.
13. Ability to process information effectively and learn new material, identify and define problems and make decisions based on logic rational.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribal 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 Tribe's Gaming Division.
18. 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 Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

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

1. Knowledge of the Native American Housing Assistance and Self-Determination Act of 1996.
2. Knowledge of Oneida Tribe ordinances, laws, codes, policies, and culture.
3. Direct housing management program experience.

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**MINIMUM QUALIFICATIONS:**

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

1. A Bachelor Degree in Business Administration, Public Administration, or closely related field from an accredited college or university; two (2) year of previous management experience overseeing, business, multiple programs including direct supervision of staff; the development, planning, implementing and evaluating, and monitoring of program budgets; and /or equivalent combination of education and experience.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**