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DUCKVALLEYHOUSING.ORG



JOB ANNOUNCEMENT

Job Title:	Deputy Director	Dept:	Administration
Reports to:	Executive Director	FLSA Status:	Exempt/ Grade 7/8
Open:	6/18/2024	Closes	Open Until Filled

RESPONSIBILITIES:

The Deputy Director is responsible to the Executive Director (ED) and serves in an acting capacity in the ED's absence.

The Deputy Director will also serve as an effective working partner with the ED and Board of Commissioners to shape DVHA's strategic vision and enforce regulatory and safety requirements through functional groups, which may include legal Counsel, as it relates to Tribal, Federal, State, and local regulatory agency's compliance and in accordance with current laws and regulations.

The incumbent is also responsible for being knowledgeable of applicable Reality procedures and systematically monitoring all phases of the DVHA's program to assist in the compliance with the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA).

The incumbent is expected to exemplify and follow all DVHA policies and procedures.

SUPERVISORY:

The Deputy Director reports directly to the ED and has a support responsibility to all DVHA department managers and supervisors.

The incumbent may participate freely in proposing actions and discussing programmatic and overall managerial issues and concerns.

The incumbent is expected to have a clear sense of what is needed and to exercise initiative, good judgment and general competence in carrying out his/her responsibilities in a business-like manner.

DUTIES:

1. Acts a senior advisor and technical support to the ED and DVHA Board on all matters relating to development and management of housing on the Duck Valley Indian Reservation.
2. Assist the ED and DVHA Board in the full range of DVHA programs and operations as well as resolving policy issues by proposing policy revisions/updates and assisting in the development of programs, budgets, and organizational changes.

3. Accountable for interpreting and implementing all policies adopted and/or revised by the DVHA Board and abiding by requirements of various governmental programs and organizations which DVHA business is managed.
4. Provides executive supervision and policy direction, including meeting delegated responsibilities and accurately evaluating performance standards of the DVHA department managers and supervisors.
5. Operates an effective performance evaluation system to provide staff with work standards of quality, quantity, timelines, and encourage regular communication about expectations between staff and managers/supervisors.
6. Provides specific goals and budget policies to DVHA managers. Reviews program budgets and proposals. Monitors income, expenditures and program delivery.
7. Develops, organizes and regularly reviews all DVHA processes and procedures for efficient, timely, and accountable day-to-day operations.
8. Conducts weekly team meetings with all supervised staff to maintain focus. Cultivate
9. communications and share the benefits of the teams' knowledge.
10. Assertively manages the DVHA's ongoing relationship with HUD as a full partner in providing housing to Duck Valley Indian Reservation residents.
11. Acts as Chief Contracting Officer and as Construction Manager for all development projects under planning, design, and construction and warranty phases.
12. Organizes, reviews, recommends to the Executive Director and DVHA Board and broadly assists in managing all development and operating budgets, accounts, consistent with financing requirements.
13. Provides accountability and regular reporting of budget changes and other financial activities to the Finance Director, Executive Director, DVHA Board and HUD.
14. Acts as public relations officer and liaison with all persons and organizations outside the DVHA, including housing occupants.

HUMAN RESOURCE RESPONSIBILITIES:

15. Creating and maintaining accurate and up-to-date confidential personnel filing systems.
16. Create and update job descriptions.
17. Managing the hiring process including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting background checks (if applicable) and drafting offer letters.
18. Responsible for new employee system set up and DVHA onboarding.
19. Oversee and develop the employee performance review process.
20. Function as the primary HR person at DVHA by responding to staff inquiries and interpreting policies and procedures including updating and implementing.
21. Addressing personnel related issues and working with managers/supervisors utilizing positive employee relations tactics.
22. Participating in disciplinary and termination meetings.

KNOWLEDGE AND ABILITIES:

1. Ability to exercise initiative, prudent judgment and general competence in carrying out their responsibilities in a businesslike manner.
2. Must have knowledge of the theories, principles, procedures, processes, etc. of housing management.

3. Must have knowledge and experience with Federal, Tribal, and local laws, regulations, policies, and procedures related to BIA/IHS laws and regulations.
4. Must have knowledge of personal computer (hardware, networks, applications savage).
5. Ability to write and assist in developing complex reports and grant performance.
6. Strong interpersonal communication skills (oral and written).

EDUCATION AND EXPERIENCE REQURIEMENTS:

Bachelor's degree in public administration or associate's degree or diploma in Management is desired and/or responsible administration experience in a tribal organization or Indian Housing Authority may be used to offset the education requirement on a year-to-year basis.

Five or more years of administrative experience in tribal or public governmental organization or Indian Housing Authority.

WORK ENVIRONMENT:

Duties are preformed primarily in the office environment. Sitting, stooping, walking, standing, and light lifting are required. This position includes extensive computer use with proficiency in Microsoft word and excel usage.