60 YEARS OF SERVICE
P.O. BOX 129 · OWYHEE, NEVADA 89832
PHONE 775 / 757-3589 · FAX 775 / 757-3746
DUCKVALLEYHOUSING.ORG

DUCK VALLEY HOUSING AUTHORITY
ID - Est. 1961 - NV
Providing Sustainable Affordable Housing for Self-Sufficient Healthy Families

JOB DESCRIPTION

Job Title:	Deputy Director	**Dept:**	Administration
Reports to:	Executive Director	**FLSA Status:**	Exempt/ Grade 7/8
Open:	10/13/2025	**Closes**	**Open Until Filled**

RESPONSIBILITIES:

The Deputy Director is responsible to the Executive Director (ED) and provides overall administrative support to the ED and will serve in an acting capacity in the ED's absence.

The Deputy Director, (hereinafter the "Incumbent"), serves as an effective working partner with the ED and Board of Commissioners to shape DVHA's strategic vision and enforce regulatory and safety requirements, which may include consultation with Legal Counsel, as it relates to Tribal, Federal, State, and local regulatory agency's compliance and in accordance with current laws and regulations, such as the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA).

Incumbent is also responsible for being knowledgeable of applicable Department of Interior, Bureau of Indian Affairs, Tribal Land Office and DVHA realty policies and procedures (e.g. Hearth Act regulations, conveyance policies). This includes systematically monitoring all phases conveyancing and land transactions related to homeownership.

The ED shall delegate other responsibilities to the Incumbent, as needed.

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

SUPERVISORY:

The Incumbent reports directly to the ED and supervises DVHA department managers and supervisors, as delegated by the ED.

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, hereinafter, the "Board," on all matters relating to DVHA development and management of housing on the Duck Valley Indian Reservation.

2. Assist the ED 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 implementing policies adopted and/or revised by the Board and abiding by requirements of various governmental programs and organizations.
4. As delegated by the ED, reviews program budgets and proposals. Monitors income, expenditures.
5. Broadly assists in the development and managing of operating budgets, accounts, consistent with financing requirements.
6. Develops, organizes and regularly reviews DVHA processes and procedures for efficient, timely, and accountable day-to-day operations.
7. Conducts weekly team meetings with supervised staff to maintain focus.
8. Cultivates communication and share the benefits of the teams' knowledge.
9. Provides accountability and regular reporting of budget changes and other financial activities to the ED and Finance Director.

HUMAN RESOURCE RESPONSIBILITIES:

1. Incumbent, as the human resource contact, provides comprehensive human resource services.
2. Oversees the creating and maintaining of accurate, up-to-date and confidential personnel filing system.
3. Responsible for creating benefits educational modules (e.g. health insurance, 401K, DVHA Incentive and Staff Development policies) in order to provide benefits training to all staff.
4. Administer and oversee the DVHA Incentive policy with the ED to ensure alignment with organizational goals and promote a positive work environment.
5. Develop 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. Develop new job descriptions for ED review and update existing ones for ED review.
7. Manage, under the oversight of the ED, the hiring process including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting background checks (if applicable) and drafting offer letters.
8. Address personnel related issues, working with managers/supervisors utilizing positive employee relations tactics.
9. Participate 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 (5) or more years of administrative experience in tribal or public governmental organization or Indian Housing Authority.

Must have valid driver's license.
Must be able to successfully pass a background check.

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.