

## Housing Program Administrator

The Seneca-Cayuga Nation is accepting applications for a Housing Program Administrator. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, consideration shall be given to upgrading the existing staff in accordance to the Nation's Career Development Plan. If you wish to be considered for the attached position announcement, please follow the handbook on pages 16- 17. Section 212: Promotion Procedures. Also, if you should have any questions regarding, please do not hesitate to contact Human Resources. The Housing Program Administrator is responsible for the research, planning, organizing and implementation of the Seneca-Cayuga Nation's Housing Program, including NAHASDA Rehabilitation and Rental and Emergency Assistance, as well as other duties as assigned. This position interprets Federal Housing Laws and implements those regulations in the operation of the Housing Program ensuring compliance with applicable laws, codes and statutes as well as the policies established by the Nation's Housing Committee and/or Business Committee; prepares and submits reports and assists in the preparation and submission of any contracts or grant proposals for funding and financing the Nation's Housing Program; prepares and submits program budgets and financial reports to internal and external entities as required; prepares requests for bid proposals on each approved project, reviews those bid proposals received and works with qualifying contractors and homeowners to ensure that the contract is completed as per specifications. A minimum of a Bachelor's Degree in Business Management, Construction Management or like emphasis with a minimum of one year experience in the administration of a Nation, Federal or State Program is required, however, a minimum of four years' experience with Tribal government programs may be accepted in lieu of the education requirement. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes and applications may be submitted to Human Resources or by email at [cbrown@sctribe.com](mailto:cbrown@sctribe.com) and [clewis@sctribe.com](mailto:clewis@sctribe.com) . Indian/Tribal Preference will be observed. Posted Until Filled.

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