



# VACANCY ANNOUNCEMENT

## Wichita Language Program Manager

<b>OPENING DATE:</b>	Until Filled	<b>CLOSING DATE:</b>	Until Filled
<b>SUPERVISOR:</b>	Preservation Administrator	<b>SALARY:</b>	TBD
<b>LOCATION:</b>	Wichita Tribal History Center	<b>STATUS:</b>	Regular-Full-time

### JOB SUMMARY

The Program Manager is responsible for the daily administration and services provided within the Department. Provides strategic oversight; manages day-to-day activities; establishes organizational structure; and provides leadership in all facets of planning, development, and implementation of project goals and objectives. Provides supervision to department staff. This position does not require prior knowledge of the Wichita language or experience speaking the language. However, the desire to learn the Wichita language and the willingness to practice it daily is expected.

### DUTIES AND RESPONSIBILITIES

- Provides direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
- Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
- Develops and monitors operating budgets and ensures that expenditures are in compliance with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
- Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted in a timely manner.
- Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
- Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan.
- Establishes long-term and short-term departmental goals and objectives.
- Ensures department staff knows and understands the long-term and short-term departmental goals and objectives.
- Identifies funding sources and develops positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of department goals.
- Creates, develops, implements, and promotes innovative partnerships and projects with other tribes and federal agencies, state agencies, and other organizations.
- Attends local, state, and regional meetings and conferences.
- Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
- Supervises program staff and implements personnel functions that include evaluating work performance and disciplinary actions.
- Performs all other duties as assigned by Program Administrator.

### EDUCATION AND EXPERIENCE

- **Preferred:** Possess a Bachelor's Degree in Education, History, or Business Administration, Linguistics, or any closely related field from an accredited College or University with three (3) years' of verifiable, successful work experience as an administrator or in a position of equal level or responsibility.
- **Minimum:** AA or AS degree in Education, History, Cultural Studies or Business Administration AND a minimum of 5 years' experience in a management capacity with a demonstrated experience serving in a high-level managerial or supervisory capacity and/or combination of education, training, and experience equal to five (5) years can be substituted that must be documented.

### REQUIREMENTS

Must possess a valid Oklahoma Driver's License.  
This position requires a successful background check and drug screening.

#### **APPLICATION PROCEDURE**

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

**Submit To E-mail:** [Humanresources@wichitatribe.com](mailto:Humanresources@wichitatribe.com)

**OR drop off at:** 414 Wichita Circle, Anadarko OK 73005

**Phone:** 405-247-2425

#### **EMPLOYMENT PREFERENCE**

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

#### **BENEFITS**

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.