

VACANCY ANNOUNCEMENT

Child Care Services Administrator



OPENING DATE:	01/29/2024	CLOSING DATE:	02/12/2024
SUPERVISOR:	Chief Operations Officer	SALARY:	Minimum: \$60,000 Mid: \$75,000 Maximum: \$90,000
LOCATION:	Offsite: Child Care Office, 1503 South Mission Suite C, Anadarko	STATUS:	Regular Full-Time

JOB SUMMARY

Administrators provide leadership, direction, and management for the department and programs. Primary responsibilities are the management and enhancement of programs in the department. Performs the overall planning, execution, and evaluation of tribal programs and services within the department and completes work in compliance with applicable tribal and federal policies, procedures, and regulations. Provides supervision to department staff.

DUTIES AND RESPONSIBILITIES

- Plans, develops, implements, and monitors the programs within the department.
- Develops and administers an annual needs assessment to obtain input from Tribal stakeholders for their department, as an integral part of strategic planning for the Tribe.
- Establishes long-term and short-term departmental goals and objectives.
- Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan.
- 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.
- Oversees contract and grant writing proposals to procure special project and program funding.
- Monitors progress of current programs, grants, and contracts by establishing and using guidelines to measure program and service outcomes.
- Develops Tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes that take place at state and national levels.
- 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.
- Researches, designs and plans to ensure that appropriate department performance and quality training are met and to ensure the professional growth of staff.
- 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 other related to position as necessary or assigned.

EDUCATION AND EXPERIENCE

- **Preferred:** Possess a Master's Degree in Education, Social Work, Child Development 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:** BA or BS degree in Education, Social Work, Child Development AND a minimum of 5 years' experience in 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 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

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.