

VACANCY ANNOUNCEMENT

Veterans Program Director



OPENING DATE:	01/18/2024	CLOSING DATE:	02/01/2024
SUPERVISOR:	Chief Operations Officer	SALARY:	Minimum: \$60,000 Mid: \$67,500 Maximum: \$75,000
LOCATION:	122 W. Broadway	STATUS:	Regular Full-Time

JOB SUMMARY

The Program Director 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 may work outside of the normal work week.

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 the Chief Operations Officer.

EDUCATION AND EXPERIENCE

- Preferred: Senior Leadership Experience with a minimum of 10 years of military service or possess a Bachelor's Degree 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: Junior Leadership Experience with a minimum of 4 years of military service. AA or AS degree from an accredited College or University 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 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

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.