



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Housing Director – Housing Department – (FT, Regular)** **SUMMARY -**

Responsible for the Management of Tribal housing and other community projects, operations, subcontractors, programs, safety, environmental, and applicable staff. In-depth knowledge of all facets of construction and program management, construction means and methods and computer programs applicable to the management of construction and project management.

### **EMPLOYMENT QUALIFICATIONS-** A qualified candidate offers:

- Bachelor Degree in related field and Five (5) year's specific field experience, Five (5) year's supervisory/managerial experience in specific field and 5 year's supervisory experience.

**OR**

Associate's Degree and Ten (10) specific field experience and Ten (10) year's supervisory experience; and

- Five (5) year's grant management experience, **Prefer** a HUD and NAHASDA grant management background; and
- Valid driver's license throughout employment and be insurable under organizational policy.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** E6

**Hiring Range:** \$57,123 - \$75,753

**Status:** Exempt/Bi-Weekly Pay **Background Check:** Extensive

**Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test, a background investigation (extensive), and successfully completing a 90-day introductory period.**

### **Application Instructions:**

Obtain an application form and a copy of the position description by contacting Human Resources at:  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov).*

**To apply please submit a *completed application, cover letter, resume, degree transcripts, and any/all licenses and/or certifications relevant to this position* to:**

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*fax: (231) 398-9101; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov).*

**For further information, please contact the LRBOI HR Department.  
Incomplete submissions will not be considered.**

Posted 08/12/2019

**Remove Until Filled**