

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Realty Administrator	Posting Date:	3/5/2019	Closing Date:	3/10/2019
Department:	Land Management	Status:	Regular Full-Time		
Duty Location:	Carnegie, OK	Salary:	\$22.00 - \$27.00 per hour		

Job Summary:

Under the direction of the Executive Director (ED) or Designee, the Realty Administrator will provide professional level leadership and over site of daily operations, strategic planning, communication and implementation of new projects and plans. The Administrator also monitors regulatory and legislative updates impacting the services areas of responsibility. A specific Administrator may oversee a specific cluster of departments including, but not limited to establishing a Land Management Office, transportation, procurement, tax Code and all Requested Departments or Program Administration. The Administrator will develop internal and external partnerships, seek out additional resources to support the Kiowa Tribe's overall goals and departmental missions, provide updates and will develop and conduct training when necessary.

The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k) for participating employees.

Qualifications:

Must have either a BS/BA, or higher degree in Public Administration and or Human Services or related field and a minimum of 5 years in a supervisory position or 10 years experience in Tribal Administration with 7 years of supervisory experience in providing service to a tribe. Demonstrated experience in securing, administering and overseeing appropriations and grants. Must have a full understanding of, or willingness to learn, the principles and regulations pertaining to Indian Self-Determination and Indian Education Act of 1975 (Public Law 93-638) and P.L. 103-413 (Self-Determination Act Amendments, Title I and Self-Governance Permanent Authorization, Title II; of October 25, 1944) and their application to Tribal Programs and services.

Preferred Qualifications:

Advances Degree in the areas of Public Administration, Tribal Administration, Social Services, or any related field to perform the duties of this position, 10 years experience working in a Self-Governance environment. Successful grant writing experience.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Must have a valid Oklahoma Driver's License and be insurable under the Kiowa Tribe's liability insurance obligations.

Must submit to a pre-employment back ground check,

Must submit to pre-employment drug and alcohol testing.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org