



Kiowa Tribe Housing Authority

1701 E. Central Blvd. · Anadarko, Oklahoma · 73005

Phone: (405) 339-8100 · Fax: (405) 339-8101

JOB OPPORTUNITY

Position Title: Special Projects/Compliance Officer

Duty Location: Anadarko, OK

Supervisor: Executive Director

Opens: 03/29/2023

Closes: 04/10/2023

Salary: starting at \$20.00/hour

JOB SUMMARY

Assists the Executive Director (ED) of the Kiowa Tribe Housing Authority (KTHA) in coordinating and carrying out special projects and initiatives as well as assisting with compliance and housing activities and services. Answers directly to the ED. This position assists the ED in carrying out of all daily activities to enable the organization to meet all of its goals and objectives. Performs tasks that require skills in research, management, organization, planning, program requirements, compliance, public relations, administration and finance and a basic knowledge of Indian Housing/TDHE operations and objectives. Must be able to understand the program eligibility requirements and guidelines and command a good working knowledge of the Native American Housing Assistance and Self-determination Act of 1996 and related requirements. Must possess a strong work ethic and be willing to receive direct supervision and technical assistance and also be able to operate autonomously with minimal supervision in certain cases.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Business Administration, Public Administration, Housing, or related field and five years of relevant work experience; or High School Diploma or equivalent and ten years of experience working in the area of Indian Housing or Federal/Tribal programs.

Knowledge of federal, state and local laws, codes, regulations, notices and guidance governing Indian housing programs including but not limited to NAHASDA, 24 CFR Part 1000, 2 CFR Part 200, 24 CFR Part 58, and 24 CFR Part 85.

JOB REQUIREMENTS

Must possess a valid Oklahoma driver's license and be insurable under KTHA' vehicular insurance policy. Must be bondable and willing to submit to a background check and random drug testing. Must comply with all organizational and departmental policies.

HOW TO APPLY

Applications are available at the KTHA office, 1701 East Central, Anadarko or online at www.kiowahousing.com. For questions please call 405-339-8100.