



# BAD RIVER HOUSING AUTHORITY

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P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

**Position:** Assistant Director, BRHA  
**Department:** Administration  
**Classification:** Exempt/Salaried, Probation Period: 90 days  
**Wage Rate:** DOQ/DOE (Range \$37,440 to \$41,600)  
**Supervisor:** Executive Director  
**Duty Station:** Bad River Housing Authority Office  
*Posting Date:* In-House  
*Opens:* January 17, 2023  
*Closes:* January 24, 2023, at 4:30 pm  
*Posting Date:* Public  
*Opens:* January 25, 2023  
*Closes:* February 7, 2023, at 4:30 pm  
**Posting Date:** Public  
**Opens:** February 13, 2023  
**Closes:** Open Until Filled

**Summary:** Key assistant to the Executive Director in carrying out and achieving the goals identified in the Indian Housing Plan; a comprehensive and broad range of managerial duties. Specific areas of responsibility include but are not limited to:

- Grant Writing and administration of grants
- Financial accountability reports and oversight; record-keeping ledger auditing and accounting
- Personnel administration, reports, and supervision of housing staff including timecard/payroll reporting
- Housing operations and project management oversight
- Property management of rental properties and construction/rehab programs for private ownership properties within the service area
- Policy and procedure writing and accountability for implementation and enforcement
- Housing annual planning process and procurement administration
- Compliance and ethics regarding self-monitoring as required by HUD-NAHASDA
- Assistant to the Executive Director as assigned by the Executive Director; acting Executive Director in his/her absence, other duties as assigned.

The incumbent must be able to travel as directed to represent BRHA and for training and self-development purposes. In addition, must attend Housing Board, Tribal Council sessions, or other meetings as necessary or as directed by the Executive Director.

Must exhibit and maintain a high degree of ethics; treat people with respect and inspire/earn the trust of others. Must maintain and uphold the organization's leadership mission, vision, and leadership values at all times.

**Required Education and/or Work Experience:**

Bachelor's degree in Business Administration, Public Administration, Management, or a related field. May substitute the educational degree requirements with a minimum of two years post-high school education plus a minimum of seven (7) years of employment with an employer in which the candidate has been successful in a similar position(s).

**Hiring Preference**

Indian Preference – Under Bad River Housing Employment Policy HA-2000.20 Indian Preference Policy Statement, preference will be given in the following order of priority, once a pool of qualified applicants has been determined:

- Qualified Bad River Tribal Member
- Qualified Indian spouse of a Bad River Tribal Member
- Qualified Tribal Member Non-Bad River
- Qualified Non-Indian spouse of a Bad River Tribal Member
- Qualified Non-Indian

**Other Requirements:**

- Must submit to and pass a pre-employment drug test (\$75.00 cost to the applicant)
- Subject to successfully passing local and federal pre-employment background checks
- Categorized as a primary driver, so incumbent must possess and maintain a valid Wisconsin driver's license to maintain employment
- Must meet eligibility for Bad River Housing Authority automobile insurance
- Must be bondable

**Required Application Process:**

- Complete the Bad River Housing Authority Application
- Resume with three (3) references and contact information, including phone numbers and email addresses
- Copy of educational transcripts, degree, and/or certificates substantiating educational background
- Copy of Licenses/Certifications
- Completed written Release of Information (ROI) form for BRHA to conduct a background check
- Copy of the applicant's tribal identification card; or if your spouse is a tribal member a copy of their tribal ID card OR a copy of a Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs (BIA) for either the applicant or spouse in lieu of a tribal ID card
- Copy of applicant's Driver's License

***Housing Authority and Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.***

***Send Application and Resume To:***

***Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861***

***<http://www.badriver-nsn.gov>***

***Application material may also be emailed to:***

***[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)***

***[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)***