



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**PLEASE POST**

**POSITION TITLE: PUBLIC WORKS/HOUSING DEPUTY DIRECTOR**

**SUPERVISOR: HOUSING MANAGER**

**OPEN: OPEN UNTIL FILLED**

**SALARY: DOE 1 FTE**

**REPRESENTATIVE DUTIES INCLUDE:** This position will be responsible for assisting in the day-to day management of the Public Works, Facilities, and Housing services for the Skokomish Tribe. Provide administrative support to the Housing Manager in the day to day operations of the Department. Will review drafts scopes of work on construction projects to assure compliance with construction practices and material standards. Will develop library of forms and scopes of work for various programs and projects. Will develop and maintain annual preventative maintenance schedule for projects,

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree with a minimum three years of experience in construction management or at least ten years of equivalent related experience in construction management.
2. Five years of supervisory experience is preferred. Experience in Housing Programs is highly desirable.
3. Must be bondable.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: 5:00 pm Open Until Filled .** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

10/27/2020