



Spirit Lake Tribe
P.O. Box 97
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:	Housing Improvement Program (HIP) Director	Open Date:	April 4, 2025
SL Program:	Tribal Administration	Close Date:	Until Filled

Position Objective: This program is for low-income homeowners, elderly, and disabled members who need assistance on home improvement. Requires professional, dependable and mature individual. Must have excellent typing skills with accuracy. Ability to perform an unlimited range of secretarial and administrative tasks. Demonstrates the ability to assume responsibility without direct supervision or direction. Ability to interact well with others. Possess great organizational and time management skills. Knowledge of office machines and computer operations is required.

Major Duties & Responsibilities.

- Implement and administer policies and procedures for the housing improvement program.
- Manage and supervise contracts and contractors.
- Manage and report operating budget for the Housing Improvement Program with the BIA, as approved.
- Assist with completion of audits and follow up on auditor's recommendations.
- Review and analyze maintenance reports and unit conditions rating, maintain internal controls and standards concerning maintenance and repairs.
- Provides correspondence of letters, memos, and mail pertaining to the HIP Program.
- Provide educational information to homeowners for preventative measures to their home.
- Shall adhere to the Spirit Lake Tribal travel guidelines, fiscal policies and procedures.
- Shall comply with the policies and procedures of the Spirit Lake Tribe's Personnel Policy Manuel.
- Other duties/projects as assigned by Tribal Council.

Qualifications, Experience and Education required:

- BAS, in Business Administration, Business Management, or Accounting or related field; or four-year work-related experience preferred
- Two year degree in business, accounting or related field with five years experience

required

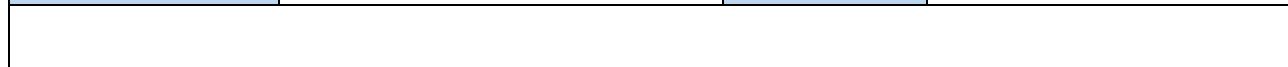
- Knowledge of the Uniform Building Code regarding the fire, life, and structural safety aspects of all buildings and structures.
- Ability to assume responsibility without direct supervision or direction.
- Proficient in Microsoft Word and Excel.
- Experience preferred in Accufund financial system or willing to receive training.
- Knowledge of office methods, equipment, fax, scan, copy, and telephone techniques.
- Must maintain confidentiality.
- Preference to qualified enrolled members of Spirit Lake Tribe.
- Must have a Valid North Dakota driver's license, insurable under SLT's insurance guidelines, and able to travel when necessary.



Job Role:	HIP Director	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Exempt	Supervision:	Tribal Council
Employment Status:	Full-Time	Manages Others:	Yes
Grade:	18		
Number of Vacancies:	1		

Please Send Application To:

Name:	Spirit Lake Human Resource Dept.	Email:	mkeo@spiritlakenation.com or mardellm@spiritlakenation.com
Address:	P.O. Box 97	State:	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272



Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials/License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/if seeking Indian Preference a copy of Tribal Enrollment must be attached/ if seeking Veteran's preference must include form DD214/Authorization signature will be required for background check and drug testing.