



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: DIRECTOR – DIVISION OF EXECUTIVE FACILITIES**

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	DIRE	17

**DUTIES & RESPONSIBILITIES:**

1. Manage and supervise Division of Executive Facility and Branch Office personnel that include but are not limited to: Maintenance, Security, Information Specialist, Mailroom and Couriers.
2. Promote positive public and employee relations.
3. Ensure department supervisors and Branch Office Coordinators are instructed of the policies and procedures of the Department of Administration.
4. Implement and maintain standard operating procedure manual for each department and Branch Office, addressing day to day operations.
5. Assist departments and Branch Office Coordinators in developing and monitoring an annual budget.
6. Serve as a liaison to the Executive Director and departments and Branch Offices by providing information regarding services it delivers through scheduled monthly staff meetings.
7. Establish and maintain exceptional working relationships with Ho-Chunk programs and departments.
8. Provide monthly reports and other reports to the Executive Director.
9. Work under minimal supervision and maintain strict confidentiality.
10. Perform other duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. High school diploma or equivalent.
2. Associate Degree in Business related field AND two years work experience in administrative management, OR four years of work experience in related field.
3. Knowledgeable of principles of budgeting and financial management.
4. Ability to organize and maintain the Executive Facility Division and the Division of Branch Offices.
5. Possess strong analytical and reasoning abilities as well as excellent oral and written communication skills.
6. Willingness to comply with tribal drug-testing policy.
7. Must be willing to submit to a criminal and background investigation.
8. Must possess a valid driver's license, dependable transportation and proper insurance.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy.*

EEO: 2

EXEMPT

FLEX

Approved: PBOD 08.19.97/12.11.97 Legislature 01.27.98/02.16.99 Resolution 01.08.08A/03.22.16A