



# Standing Rock Housing Authority

P.O. Box 769  
Fort Yates, North Dakota 58538  
Telephone 701-854-3891  
Toll-Free 800-262-3891  
Fax 701-854-3855

## VACANCY ANNOUNCEMENT

- POSITION:** SRHA Executive Housing Director  
Full Time Permanent
- LOCATION:** STANDING ROCK HOUSING AUTHORITY  
Fort Yates, North Dakota
- OPENING DATE:** May 2, 2014
- CLOSING DATE:** June 6, 2014 (Close of Business)
- SALARY LEVEL:** Negotiable-DOQ (Full Benefit Package)
- SUPERVISION:** Reports Directly to SRHA Board of  
Commissioners

### Job Summary:

Under the supervision of the Standing Rock Housing Authority Board of Commissioners, Executive Director is responsible for the day-to-day operation and management of the Standing Rock Housing Authority. The Authority manages over 900 rental, tax credit, and mutual homeownership properties, and also administers construction and rehabilitation programs for managed units and qualified private homes within the boundaries of the Standing Rock Housing Authority, Fort Yates, in North Dakota. The authority currently manages approximately 35 permanent full-time employees.

The Executive Director exercises control of the administrative and operational functions of the Authority. This high-level position involves a broad range of activities, including complex grant and budget management, grant application and resource development, personnel supervision and development, and over sight of construction, rehabilitation and maintenance. The Executive Director ensures that the Authority's activities conform to federal, tribal, and Board requirements. The Executive Director is also designated as the Authority's Contracting Officer and executes all legal, financial and budgetary documents on its behalf.

The ideal candidate will be a high caliber individual with experience in Indian housing regulation and operations, housing construction, budget development, fiscal management, planning and supervision of 35 or more employees for a minimum of four years in a responsible management position with a public agency or private organization. Familiarity with social and economic issues related to Indian housing as well as knowledge of community and public organizations is highly desirable.

### Indian Preference:

The Standing Rock Housing Authority is an equal opportunity employer. However, in the event of equally qualified candidates, the law governing Indian preference shall be applied and Indian preference will be given accordance with P.L. 93-638.

Please submit SRHA application and resume to:  
The Standing Rock Housing Authority (Elisabeth Hertel) at:  
P.O. Box 769 Fort Yates, North Dakota 58538 [ehertel@westriv.com](mailto:ehertel@westriv.com).



# Standing Rock Housing Authority Employment Application



**Standing Rock Housing Authority**  
**1333 92<sup>nd</sup> Street**  
**P.O. Box 484**  
**Fort Yates, ND 58538**  
**(701) 854-3891**  
**1-800-262-3891**  
**(701) 854-3855 fax**  
**[www.srha.biz](http://www.srha.biz)**

## **Employment Application Checklist:**

- ✓ **College degree or Copy of official transcripts**
- ✓ **CDIB Certified Degree of Indian Blood**
- ✓ **Valid Current Drivers License**
- ✓ **Valid Current Insurance**
- ✓ **Certificates of training/workshops attended**
- ✓ **Resume/past & present work experience**
- ✓ **3 current letters of reference**
- ✓ **Honorable discharge certificate/DD214 Form**

**APPLICATION FOR EMPLOYMENT**

**TO APPLICANT: We appreciate your interest and are sincerely interested in your qualifications. In order to make the best possible match between your skill, experience and our requirements, we need a clear understanding of your background. Please fill out all blanks carefully and completely. Failure to complete application or answer all questions will result in your application not being considered. PLEASE TYPE OR PRINT PLAINLY.**

Position Applying For \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security# \_\_\_\_\_ DOB: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_  
Home Work Message

If your application is considered for hire, on what date would you be available for work?  
\_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when and in what job?  
\_\_\_\_\_

Would you be available to travel if the job requires it? Yes \_\_\_ No \_\_\_

Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

Are you an enrolled member of a Tribe? Yes \_\_\_ No \_\_\_ Agency Enrolled \_\_\_\_\_

Do you have a valid current drivers License? Yes \_\_\_ No \_\_\_\_\_

State \_\_\_\_\_ Expiration \_\_\_\_\_

Do you have Liability Insurance? Yes \_\_\_ No \_\_\_\_\_

If not, are you currently insurable? Yes \_\_\_\_\_ No \_\_\_\_\_

If selected, are you able to pass a pre-employment drug test? Yes \_\_\_\_\_ No \_\_\_\_\_  
(\*This question must be answered\*)

**SRHA OFFICE USE ONLY**

**Rec'd By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and traffic offenses, in the past ten years which has not been annulled, expunged, or sealed by a court? \_\_\_\_\_  
If yes, describe in full. \_\_\_\_\_  
\_\_\_\_\_

### MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_ If yes, what Branch? \_\_\_\_\_  
Date of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_  
List duties in the service including special training \_\_\_\_\_  
\_\_\_\_\_

Have you taken any training under the G.I. Bill of Rights? \_\_\_\_\_ If yes, what type of training did you take? \_\_\_\_\_  
(\*Attach copy of the DD-214\*)

### EDUCATION

1. List school(s) attended 2. Degree(s) 3. Diploma(s) earned  
(A.) School & Location  
(B.) Degree  
(C.) Diploma  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT HISTORY

List Below all employment, past and present beginning with your most recent.

1.) Name and address of Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe the work you did \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.) Name & address of Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe the work you did \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.) Name & address of Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe the work you did \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.) Name & address of Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe the work you did \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIST ANY OTHER SKILLS YOU MAY HAVE RELATING TO THIS POSITION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any other skills, experience, or qualifications in which you feel would especially fit you for work with our organization in this position?

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**References:**

Lists names and telephone numbers of three business/work references who are not related to you.

Name	Telephone	Yrs. Known
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

**RELEASE OF INFORMATION**

**Please read the following carefully before signing this statement. A false answer to any question on this employment application will be grounds for not employing you and/or for dismissing you after beginning employment.**

**I have completed this statement with the knowledge and understanding that any and all items contained herein may be subject to investigation and I consent to the release of information concerning capacity and fitness by employers, educational institutions, law enforcement agencies and other individuals and agencies to duly accredited investigators, Personnel Directors, and other authorized employees of the Standing Rock Housing Authority.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date signed**