



Lac du Flambeau

# Chippewa Housing Authority

554 Chicog Street • P.O. Box 187 • Lac du Flambeau, WI 54538  
715-588-3348 • Fax: 715-588-7935

## ~JOB ANNOUNCEMENT~

- TITLE:** EXECUTIVE DIRECTOR
- LOCATION:** Lac du Flambeau Chippewa Housing Authority
- SALARY:** Negotiable
- FRINGE BENEFITS:** Health, Dental and Optical after 90 day probationary period
- REPORTS TO:** Chippewa Housing Board of Commissioners
- JOB QUALIFICATIONS:** Must have a BA or BS degree in public administration, business administration, or related field or 10 years work experience in a related field.
- REQUIREMENT:** Mandatory Drug Test, random thereafter, Pass Background check, Valid Driver's License, Liability Insurance
- CLOSING DATE:** Open until filled

**SUBMIT RESUME AND JOB APPLICATION TO:** LDF Chippewa Housing Authority, Attn: Board of Commissioners Secretary, PO Box 187, Lac du Flambeau, WI 54538.

**Job Summary:** The Executive Director is responsible for managing the Chippewa Housing Authority, the designated housing entity for the Lac du Flambeau Tribe. The person occupying this position is expected to employ sound management skills and professional business standards in the day-to-day operations of the Housing Authority and its projects. This position will oversee the assignment and supervision of work for approximately 25+ employees. Other responsibilities include but are not limited to: planning current and future housing projects; preparation of the Annual Housing Plan; serving as Contract Officer for construction projects; preparing requests for proposals and bid documents. This position is also responsible for assisting grant writing by actively searching for and submitting grants relating to housing development. The Executive Director reports directly to, and is supervised by the Chippewa Housing Authority Board of Commissioners, the governing entity of the organization.

For a complete job description, Stop in or call (715) 588-3348.

*"This institution is an equal opportunity provider and employer."*



If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

