



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
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### JOB ANNOUNCEMENT

#### Opening for Full-time Housing Dept. Manager Full-time, Non-Exempt

**Summary:** The Craig Tribal Association is recruiting for a full-time Housing Dept. Manager in the Craig Tribal Office. The duties will include but not be limited to; assisting the Tribal Administrator with all planning, licensing, design and engineering for the new Buildings Tract 18 Subdivision project. The Housing Dept. Manager will assist with coordinating weekly team meetings; Design and Engineering will be conducted by a contractor and the Housing Dept. Manager will assist with coordinating project contractor tasks and tracking progress in the project implementation schedules for all housing projects.

**Authority:** The Housing Dept. Manager will be directly accountable to the Tribal Administrator for the performance of assigned duties and responsibilities. This position is Regular, Full-time, Non-Exempt.

#### **Minimum Qualifications:**

1. High School Diploma or a GED. Two years' experience working for a government or native corporation.
2. Must have Valid Driver's License and be able to be insured by CTA's insurance carrier.
3. Demonstrated dependability, maturity and judgment in the performance of duties.
4. Demonstrated ability to coordinate office activities, knowledge of business practice and automated records management.
5. Under the authority of P.L. 93-638, Indian Preference may be given to the applicant who meets the minimum qualifications pursuant to the Craig Tribal Association's Personnel Policies & Procedures.

#### **Preferred Qualifications:**

1. Associates Degree in Administration, or two years comparable work experience.

**SALARY RANGE:** \$20-25.00/hr., DOE  
**CLOSING DATE:** June 2, 2020 at 3:30 p.m.  
**Posted:** June 18, 2020

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT UA AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PER THE TRIBAL POLICIES, AMERICAN INDIAN/ALASKA NATIVE PREFERENCE APPLIES.**

You may submit a cover letter, resume and application to: [tribal.admin@craigtribe.org](mailto:tribal.admin@craigtribe.org)