

Housing Authority of the Cherokee Nation

Human Resources Job Description



Job Title: Senior Special Projects Analyst

SUMMARY: Analyzes operating procedures and efficiencies within the Executive Department. Assists in conducting and coordinating all special projects, events and special reporting on behalf of the Executive Director, acts as a direct liaison to the Council of the Cherokee Nation, prepares reports, media releases & analytical data, monitors federal notices, develops and implements procedures & policy changes accordingly.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Reviews operating budgets periodically to analyze trends affecting budget needs. Makes recommendations to department heads concerning expenditure or cutbacks.

Reviews policies and procedures and makes recommendations for changes in accordance with federal guidelines.

Establishes and implements procedures and/or recommendations to ensure compliance with funding guidelines and requirements.

Plans and reviews study of work problems and procedures, such as organizational changes, communications, information flow, inventory control, or cost analysis of projects or other needs. Makes recommendations for changes.

Gathers and organizes information on problem or procedures including present operating procedures.

Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding.

Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.

Prepares and submits analytical and/or statistical reports

PREPARED BY: HUMAN RESOURCES

DEPARTMENT: EXECUTIVE

REPORTS TO: EXECUTIVE DIRECTOR

PREPARED DATE: 9/07/2022

1ST REVISION DATE:

FLSA STATUS: EXEMPT

PAY RANGE: EX5

Employees are held accountable for all duties and responsibilities of this job.

as needed.

Assists with grant applications, research and reporting.

Maintains files, develops and maintains tracking systems, and attends meetings.

Provides technical assistance and support to the Executive Director and other members of the Executive staff.

Originates and reviews communications to Cherokee Nation Administration, elected officials, employees, citizens and other external contacts to ensure accurate and timely information to a variety of individuals and organizations.

SUPERVISORY RESPONSIBILITIES: May directly supervise two (2) to four (4) employees in the Executive Department as needed. Carries out supervisory responsibilities following the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/ accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility and objectives.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONAL REQUIREMENT: Bachelor's degree from 4-year College or university, or six years related experience; or equivalent combination of education and experience.

EXPERIENCE REQUIREMENT: An Additional 5 years related experience is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Must be able to operate a variety of office machines including a computer, photocopier, fax machine, Dictaphone, transcribing machine and 10 key calculator.

OTHER QUALIFICATIONS: Must possess knowledge of general office procedures and practices.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.