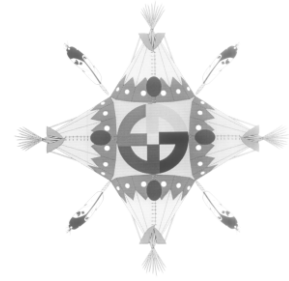


**Sicangu Wicoti Awayankapi  
SWA Corporation  
P.O. Box 69  
Rosebud, South Dakota 57570  
Phone 605-747-2203 Fax: 605-747-2966  
1-888-379-3411**



**POSITION DESCRIPTION  
(5.26.2026)**

**CHIEF EXECUTIVE OFFICER**

The Chief Executive Officer (CEO) is responsible for administering and managing Sicangu Wicoti Awayankapi (SWA) Corporation, including SWA personnel and SWA programs. The Chief Executive Office reports directly to the Sicangu Wicoti Awayankapi (SWA) Board of Directors. The Chief Executive Officer (CEO) ensures compliance with all applicable tribal, federal, and local laws, as well as the terms of SWA's Charter. Complies with all SWA written policies enacted by the SWA Board of Directors. Establish and follows responsible fiscal and accounting practices. Seek funding on behalf of SWA Housing Corporation. Assures the Indian Housing Plan (IHP) and Annual Performance Report (APR) are completed and submitted in a timely manner. Assures compliance with all applicable program funding requirements including NAHASDA statutory and regulatory requirements where they are applicable. Takes fair and appropriate action against program participants due to lease violations, up to and including terminating their participation and/or removal from SWA housing units. As required, prepares and presents SWA reports to the SWA Board of Directors, Rosebud Sioux Tribal President and the Rosebud Sioux Tribal Council. Strictly complies with all SWA and tribal ethical standards of conduct requirements and SWA personnel requirements, including the alcohol and drug policy requirements.

**DUTIES:**

- Run day to day operations of SWA
- Ensure compliance with all applicable tribal, federal and local laws as well as the SWA Charter.
- Comply with all written policies enacted by the Board.
- Hire, discipline, terminate SWA employees (whether, contract, salaried, or hourly).
- Establish individual personnel and department goals and objectives as well as periodic housing operational plans. Effect compliance with goals and plans.
- Regularly conduct staff and departmental head meetings.
- Establish program and operational procedures to supplement Board approved written SWA policies.
- Assist Board in establishing individual program statements or descriptions.
- Seek funding on behalf of SWA.
- Approve or delegate approval of all contracts under \$75,000.
- Take fair and appropriate actions against delinquent program participants including terminated their participation and removal from housing units.
- Prepare and maintain a budget.
- Establish and follow responsible fiscal and accounting practices.

- Protect SWA property, assets, and monies.
- Conduct community and program participation relations including operating a non-Board process that hears most complaints and inquiries.
- Respond to questions, inquires, and answers concerns raised by the Board.
- Attends board meetings and regularly report to the Board.
- Seek concurrence and approval from the Board when CEO determines it is appropriate.
- Prepare & present regular SWA Reports to the RST Tribal President and Council.
- Ensure compliance with applicable funding requirements including NAHASDA statutory and regulatory requirements.
- Strictly comply personally with all SWA and tribal ethical standards and requirements and SWA personnel requirements, including alcohol & drug use requirements.
- Conduct work and live a public life that does not bring disrespect to SWA.
- In the absence of SWA Board of Commissioners the CEO has authority to vote on issues with the National Indian Housing Council, United Native American Housing Association and other Housing Committees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and ability to comply with U.S. Department of Housing and Urban Development (HUD) Federal requirements as they pertain to SWA Management and Development Operation practices.
- Knowledge of and ability to comply with the 1937 Housing Act requirements, as they relate to SWA – 1937 Housing Act housing unit.
- Knowledge of and ability to comply with Low Income Tax Credit (LIHTC) requirements, as they relate to SWA – LIHTC.
- Knowledge of and ability to comply with United States Department of Agriculture (USDA) requirements, as they relate to SWA – USDA housing units.
- Knowledge of the Indian Self-Determination and Education Assistance Act.
- Ability to comply with program funding requirements including NAHASDA statutory and regulatory requirements where they are applicable.
- Knowledge of the Indian Housing Plan (IHP) and ability to comply with such requirements.
- Ability to comply with the Annual Performance Report (APR) requirements.
- Knowledge of all financial accounting and procurement practices as they relate to SWA and the Corporate Charter.

**BASIC QUALIFICATIONS:**

- Must possess a Degree in Business and/or equivalent experience in office management, financial management, and/or accounting. Possess knowledge experience and knowledge of Human Services.
- Must be Bondable by SWA’s insurance provider.
- Must possess a valid South Dakota Driver’s License and be insurable under the SWA Corporation insurance requirements.
- Must submit and pass the pre-employment drug screening and submit to all random drug & alcohol testing including reasonable suspicion.
- Must pass a criminal background investigation, including clearance of the Excluded Parties List Services (EPLS) list.

- Must be in compliance with all provisions of the SWA and RST Tribal ethical standards of conduct and personnel requirements, including but not limited to the alcohol and drug policy

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Board of Commissioners  
Sicangu Wicoti Awayankapi Corporation

\_\_\_\_\_  
Date