



Smith River Rancheria Position Description

Title: Housing & Facilities Coordinator
Class: Skilled
Status: Full Time
Supervisor: Housing Director
Effective Date: November 10, 2014

Department: Housing
FLSA: Non-Exempt
Pay Grade: V/VI (\$13.76 - \$21.98)
Subordinates: Facilities Office Clerk

Position Summary:

This position will provide assistance to Tribal member applicants and tenants with the Smith River Rancheria housing programs and maintenance needs. This position will also assist with all facilities maintenance of the Smith River Rancheria by providing administrative support. Must have good attention to detail and pride in your work. Must enjoy a challenge; possess an excellent sense of humor and well-developed stress management techniques.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Possess a working knowledge of: (1) HUD housing programs; (2) SRR and local housing programs; and (3) the local housing market.
- Provides information on a variety of Housing Programs to the public.
- Assist tribal member through the entire housing process, from submitting a complete application through completion of services.
- Must understand Federal Statutes and regulations that govern HUD/Housing Department programs.
- Provide homeownership, rental, rehabilitation and emergency assistance program counseling for SRR Housing Department clients.
- Assure that appropriate entries are made in all resident, client or property records and files and that files are in order and easily useable. Assure that confidentiality is maintained and that files are secured.
- Prepares all rental agreements and homebuyer agreements to be signed.
- Maintain documentation of activities in accordance with funding agency requirements.
- Administrative support as directed by the Housing Director and/or Maintenance Supervisor.
- Prepare periodic reports for the Department and implement feedback received per these communications.
- Maintains inventory control.
- Prepares scheduling of all maintenance and preventive maintenance tasks working with Maintenance Supervisor and/or Housing Director.
- Communicate in a professional manner with all staff and community members to provide the best service for Smith River Rancheria.
- Assist with development and establishment of policies and procedures.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
- Assure that confidentiality is maintained and that files are secured.

Minimum 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.
- High school diploma or equivalent (GED) required. Associates Degree preferred.
- Must demonstrate computer literacy in standard programs and/or ability to learn complicated new software.
- Must possess strong organizational skills and the ability to set realistic goals, initiate and follow through on complex tasks, manage time, meet multiple deadlines and work effectively under moderately stressful conditions.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as federal regulations, tribal policies safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports, business correspondence and contract correspondence. Employee must be able to effectively present information to staff and the community when requested.

Computer Skills:

Intermediate skills and abilities, including working knowledge of Windows and Microsoft Office (or other major suite software applications); Ability to install/uninstall software and files; save and back-up files to storage media; defragmenting, compressing hard drives and deleting old files; format documents; design and format spreadsheets, including creating formulas; ability to operate mouse and keyboard with high accuracy and moderate or better speed; operation of color printer; knowledge of computer safety and minor troubleshooting; ability to read and interpret software manuals and technical support.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Employee must have the ability to apply concepts such as fractions, percentages, ratios and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations is needed.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicle driving history, and be eligible for Tribal vehicle insurance.

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 individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move 40 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work is typically performed in an office environment and with other institutions both public and private. Employee will work in various buildings during the day to perform office functions. Work also involves interaction with Tribal Members, their families and outside professionals; and could be under stressful conditions.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____