

Tolowa Dee-ni' Nation Position Description

Title: Housing Director
Class: Management
Status: Full Time
Supervisor: Chief Executive Officer
Effective Date: December 2008*

Department: (15) Housing
FLSA: Exempt
Pay Grade: X (\$24.78 - \$34.96)
Subordinates: Housing Employees

Position Summary:

The Housing Director will plan, organize, direct and coordinate housing development and other operational activities to implement the Tribes Housing Plans. The Housing Director, under the general direction of the Chief Executive Officer, will implement policies and general objectives. Accountability for results in terms of costs, methods and personnel will be expected in the delivery of services in existing housing units, rehabilitation of family owned homes, and the construction of new homes.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation 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.

- Providing orientation and training to the Tribal Council on the Tribe's Housing Plan.
- Attending meetings of the Tribal Housing Committee to present, review, and promote housing policies to facilitate the development of new policies for efficient and effective administration of the Tribal Housing Plan.
- Developing the application process, including recertification, for housing assistance.
- Supervising and assisting in writing Request for Proposals (RFPs), scheduling initial inspections for HUD compliance, and providing oversight for modernization and rehabilitation for eligible housing assistance participants.
- Responsible for all regulations and program requirements meet HUD compliance with all Federal and State Laws, rules and regulations.
- Supervising and coordinating the services for rehabilitation and new construction for final approval and submittal the Tribal Council.
- Developing contractual agreements for construction and rehabilitation services consistent with the most efficient and effective use of new contract strategies including but not limited to management at risk policies.
- Training contractors and staff in big procedures, contract awards, and other such training to ensure State and Federal compliance.
- Applying appropriate Fiscal Policies and Procedures for requests for payment in accordance with Tribal Policies and Fiscal Policies subject to review and approval of the Chief Executive Officer and/or Tribal Council.
- Attending meetings and conferences directly relating to tribal housing programs.

- Identifying new resources for support to the Tribal Housing Plan and coordinating and leveraging additional funds from other agencies and organizations for improved services.
- Representing the Tribal Housing Program at appropriate meetings of agencies and organizations related to housing assistance and programs and services.
- Assisting the Chief Executive Officer in the screening and selection of personnel for recommendations for employment.
- Responsible for forecasting long range development plans in relation to the development of the facilities.
- Troubleshoot and respond to problematic situations to eliminate operational and subcontractor problems.
- Report any deficiencies to supervisor, while taking precautions to prevent any injuries to staff, customers, or facility. Handle all emergency situations after notifying supervisor.
- Ensure compliance with required rules and regulations in order to protect and preserve assets of the Tolowa Dee-ni' Nation.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED) is required. A Bachelor's degree in a related field preferred or five (5) years of housing/construction experience.
- Three (3) years of experience in an administrative or supervisory capacity, and be familiar with standard business practices.
- The ability to obtain a working knowledge of the U.S. Department of Housing and Urban Development (HUD) Indian Housing Program, to assure that authority activities are in compliance and a thorough understanding of federal program regulations, including budgeting procedures.
- Knowledge of contracts and grants preparation and management.
- Knowledge of property management, and new housing development and construction.
- Ability to deal effectively with the public and other agencies and to communicate effectively orally and in writing. Ability to communicate to the Tribal community the aim and purposes of the program.
- Ability to communicate effectively, both orally and in writing.
- Ability to serve on task forces and/or committees.
- Ability to comply with all applicable Federal or Tribal statues, regulations or ordinances.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to design and implement systems necessary to collect, maintains, and analyzes data.
- Ability to make administrative/procedural decisions and judgments.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in developing policy and procedure documentation.
- Ability to gather data, compiles information, and prepares reports.
- Ability to identify and secure alternative funding/revenue sources.
- Knowledge of management principles and practices.
- Ability to develop, plan, and implement short- and long-range goals.

- Skill in organizing resources and establishing priorities.
- Skill in budget preparation and fiscal management.
- Knowledge of financial/business analysis techniques.
- Program planning and implementation skills.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to establish to establish and maintain harmonious and effective working relationships with residents, staff, and other individuals and groups.
- Ability to plan, organize, communicate, and supervise the work of staff, and to complete a work program of considerable variety.
- Ability to manage funds to the long run good of the housing program.
- Ability to evaluate new programs or policies, make recommendations on their applicability, and to oversee the overall direction of new initiatives.
- Must have a working knowledge of computer spreadsheet, word processing and E-mail programs.
- 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 safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

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. 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.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move weight that could exceed 25 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 worker is frequently subject to both indoor and outdoor environmental conditions. The majority of the work is performed indoors sitting at a desk. Some work may be performed outdoors under any weather conditions such as rain, wind, and/or storms. At times the noise level can be hazardous and safety precautions must be taken to avoid hearing loss. Safety items such as glasses, hard hats, vests, boots and ear protection is mandatory as required by the job.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____