



Tolowa Dee-ni' Nation Position Description

Title: Housing Director
Class: Management
Status: Full Time
Supervisor: Executive Director
Grant Funded: Partially

Department: Housing
FLSA: Exempt
Pay Grade: 11-12 (\$30.04 – \$47.72)
Subordinates: Yes

Position Summary:

The Housing Director will plan, organize, direct and coordinate housing development and other operational activities to implement Tolowa Dee-ni' Nation's Tribal Housing Plans. The Housing Director, under the general direction of the Executive Director, will implement policies and general objectives. Accountable for results in terms of costs, methods and personnel is expected in the delivery of services in existing housing units, rehabilitation of family owned homes, and the construction of new homes.

Essential Duties and Responsibilities:

1. Providing orientation and training for the Tribal Council on the Tribe's Housing Plan.
2. Attend Tribal Housing Committee meetings to present, review, and promote housing policies to facilitate the development of new policies for efficient and effective administration of the Tribal Housing Plan.
3. Develop the application process, including recertification, for housing assistance.
4. Supervise and assist in writing Request for Proposals (RFPs), scheduling initial inspections for HUD compliance, and providing oversight for modernization and rehabilitation for eligible housing assistance participants.
5. Compliance with all Federal and State Laws, rules and regulations.
6. Supervise and coordinate the services for rehabilitation and new construction for final approval and submittal the Tribal Council.
7. Develop 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.
8. Train contractors and staff in procedures, contract awards, and other such training to ensure State and Federal compliance.
9. Apply 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.
10. Attending meetings and conferences directly relating to tribal housing programs.
11. Identify new resources for support to the Tribal Housing Plan and coordinating and leveraging additional funds from other agencies and organizations for improved services.
12. Represent the Tribal Housing Program at appropriate agency meetings.
13. Responsible for forecasting long range development plans in relation to the development of the facilities.
14. Troubleshoot and respond to problematic situations to eliminate operational and subcontractor problems.
15. Report any deficiencies to the supervisor, while taking precautions to prevent any injuries to staff, customers, or facility. Handle emergency-situations and notify supervisor.

16. Ensure compliance with required rules and regulations in order to protect and preserve assets of the Tolowa Dee-ni' Nation.
17. Temporary or permanent duties and responsibilities maybe added to, or modified as necessary.
18. Other duties as assigned.

Minimum Qualifications:

1. A Bachelor's degree in a related field.
2. Minimum of 10 years of housing construction, grant writing, and housing management experience.
3. Five years of experience in an administrative or supervisory capacity.
4. Working knowledge of the U.S. Department of Housing and Urban Development (HUD) Indian Housing Program and a thorough understanding of federal program regulations, including budgeting procedures.
5. Knowledge of contracts and grants preparation and management.
6. Knowledge of property management, and new housing development and construction.
7. 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.
8. Experience serving on task forces and/or committees.
9. Experience with all applicable Federal or Tribal statues, regulations and/or ordinances.
10. Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
11. Experience in examining and re-engineering operations and implementing new strategies and procedures.
12. Policy development and procedural documentation.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Supervisory Responsibilities:

Supervise and monitor all housing employees.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 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 30 pounds and occasionally lift and/move 50 pounds.

Position could require occasional overnight travel. Could require the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. 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.

Additional Employment Conditions:

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, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

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

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