



Job Position: Housing Director	Status: Full-Time/Exempt
Division: Housing Department	Salary: Based on Experience
Posting Date: July 27, 2020	Closing Date: Open Until Filled

Job Description

The Housing Director will effectively manage the operations of the housing program by directing and coordinating activities consistent with the established goals, objectives and policies of the Indian Housing Plan (IHP), and any other funding sources. The Director will manage a multi-faceted program that requires grant compliance, understanding laws and regulations, extensive research and reporting, strong administration and organizational capabilities, personnel management skills, managerial leadership capacity and extensive work in public administration, community development and planning.

Essential Duties and Responsibilities include the following.

- Plan, direct, and coordinate activities of the IHP with Housing Committee input and Tribal Council approval to ensure that goals and objectives of the IHP are accomplished within the prescribed time frame and funding parameters and in accordance with applicable Tribal, State & Federal laws.
- Develop plan for accomplishing goals & objectives, determine staffing requirements, and create budgets for available resources to plan and implement tribal activities.
- Submit annual IHP and associated reports to HUD
- Monitor and direct Staff to ensure progress on all housing activities
- Submit Annual Performance Report to Council and HUD
- Maintain a working relationship with the Housing Committee and/or Tribal Administrator and/or Tribal Council
- Provide regular updates on all pertinent management and development activities of the Housing Program.
- Advise and make recommendations to the Housing Committee and/or Tribal Administrator on all matters requiring policy determination.
- Develop other housing programs consistent with the Native American Housing Assistance and Self-Determination Act (NAHASDA) and Tribal goals and secure funding to administer those programs.
- Assess the housing needs of the tribal citizen's service area and prepare a database reflecting needs.
- Identify new housing opportunities and potential funding to improve the program and leverage resources for housing developments
- Submit monthly reports including budget variances to Tribal Administrator and/or Tribal Council
- Perform annual self-monitoring activities including periodic updating of all housing policies to assure compliance with federal regulations and funding requirements.
- Perform other duties as assigned by the Tribal Administrator.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Maintain absolute confidentiality
- Ability to work in a high performance, fast paced, high pressure environment
- Ability to multi-task, have unquestionable integrity and an uncompromising commitment to quality
- Ability to effectively communicate orally and in writing

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.

Education/Experience:

Bachelor's degree from an accredited college and/or university with an emphasis in one of the following; Public Administration, Community Development, Planning, Business Administration, or other course work in a disciplined area applicable to the requirements of the position

Five years of extensive experience in an Indian, Public Housing Authority or similar field of work in an executive/managerial/administrative position. Demonstrate extensive knowledge for internal operations and management of a housing program.

- Demonstrate knowledge of the Native American Housing and Self-Determination Act (NAHASDA) and or Public Housing Assistance with a clear understanding of the law and its regulations. Familiarity with its requirements including rental housing, homebuyer programs, rehabilitation.
- Other major topics include the Indian Housing Block Grant (IHBG) Formula, eligible program participants, income verifications, other federal requirements, financial management and program administration.
- Working knowledge of formula driven allocations of Indian Housing
- Verifiable experience in the development and completion of the Indian Housing and or public housing Plan (IHP) and Annual Performance Report (APR); Demonstrate knowledge of sound financial management practices.
- Basic knowledge of Financial and Leveraging Resource Concepts.
- Demonstrate knowledge of project management activities.
- Ability to procure professional service contracts in accordance with all applicable federal requirements.
- Ability to develop and coordinate Solicitation for Bids on all applicable housing projects.
- Demonstrate awareness of and sensitivity to Indian Housing Issues.
- Working knowledge of asset-building and homeownership/loan programs (184 Loan Program, USDA Rural Development, Title VI, Veterans Administration and any other available grants opportunities).
- Knowledge of tribal government and the services/programs instrumental in the housing process.
- Strong analytical skills – ability to act quickly with a reasonable solution.
- Must possess excellent verbal and written communication skills and be able to interact with people at all levels. Participation in strategy/planning meetings will be required, effective presentation skills a must.
- Performs other related duties as assigned by the Tribal Administrator

Certificates and Licenses:

- Must possess a valid State Driver's License or be able to obtain one and be insurable to drive company vehicles.
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities.

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 employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org