Job Description

Summary
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:

- Plan, direct, and coordinate activities of the IHP with 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 the planned IHP activities.
- Submit annual IHP and associated reports to HUD
- Meet with staff to outline work plan and assign duties, responsibilities, and scope of authority.
- Monitor and direct Staff to ensure progress on the planned activities
- Submit annual performance report (APR) to HUD
- Maintain a working relationship with the Housing Committee and Tribal Administrator and other committees
- Attend Tribal Council Meetings as requested
- Provide regular updates on all pertinent management and development activities of the Housing Program.
- Advise and make recommendations to the 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 citizens 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
- Prepare and submit an annual operating budget for Tribal Administrator approval consistent with the identified activities in the Indian Housing Plan.
- Submit monthly reports including budget variances to Tribal Administrator.
- Establish and maintain sound fiscal management practices of all housing activities.
- Assist Fiscal Director with annual audit as directed.
- Perform annual self-monitoring activities including periodic updating of all housing policies to assure compliance with federal regulations and funding requirements.
- Develop, manage and maintain all housing projects operated by the housing program.
- Establish sustainable innovative and creative solutions to ensure a healthy & safe community.
• Professionally provide housing assistance to tribal citizens, i.e.: Permit processing, temporary housing referrals,
• Perform other duties as assigned by the Tribal Administrator.

Qualifications:
To perform the job successfully, the candidate must meet the following qualifications:

Education and 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 AND two years of administrative management experience in an Indian or Public Housing Authority or Housing program OR

Six 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 department.

• Demonstrate knowledge of the Native American Housing Assistance and Self-Determination Act (NAHASDA) with a clear understanding of the law and its regulations. Familiarity with its requirements and all program opportunity related activities including rental housing, homebuyer programs, rehabilitation and housing and crime prevention services. Other major topics include the Indian Housing Block Grant (IHBG) Formula, eligible program participants, income verifications, other federal requirements, financial management and program administration.

• Demonstrate competence in the development and completion of the Indian Housing Plan (IHP) and Annual Performance Report (APR); Working knowledge of form submission requirements and review process.

• 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.

Computer Skills:
Candidates must possess excellent computer skills and the ability to communicate electronically; experience in Word, Excel, Power Point, Project Manager, Microsoft Outlook or Outlook Express; experience in Accounting a plus; must have excellent internet research skills and experience with online business social networking sites.

Other Requirements:
• Must possess a valid State Driver’s License or be able to obtain one and be insurable to drive company vehicles.
• Must recognize and approve by signature all requirements and rules of the Tribe.
• Applicants will be required to authorize a background check. Failure to do so will disqualify applicant for consideration for the position.