



Job Position: Housing Director	Status: Full-Time/Exempt
Division: Housing Department	Salary: Based on Experience

JOB 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.

JOB DUTIES & RESPONSIBILITIES

- 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 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 Council 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 Housing Committee and/or Tribal Council 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 Council 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 members, i.e.: Permit processing, temporary housing referrals,
- Perform other duties as assigned by the Tribal Administrator, Housing Committee, Tribal Council and other decision-makers.

EDUCATION AND EXPERIENCE

Education: 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

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 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

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.

- Must demonstrate strong management/leadership skills.

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 by completing the Application for Sensitive Tribal Position. Failure to complete this form will disqualify applicant for consideration for the position.

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.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **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).

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

171 Melacon Rd.

Marksville, La. 71351

kdorsey@tunica.org

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. 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.