



Northern Circle Indian Housing Authority

694 Pinoleville Drive, Ukiah CA 95482

Ph: 707-468-1336 Fax: 707-468-5615

PLEASE POST

JOB ANNOUNCEMENT

TITLE: Executive Director
WORKWEEK: 40 hours/M-F
SALARY: \$59,972.00 - \$89,088.00
CLOSING DATE: **July 21, 2017**

General Responsibilities Include:

Under Policy direction of the Board of Commissioners, the Executive Director is responsible for the effective and efficient administration and management of Northern Circle Indian Housing Authority.

Assures that NCIHA's primary funding source, the Indian Housing Block Grant authorized by the Native American Housing Assistance and Self Determination Act (NAHASDA) is operated within applicable statutory and regulatory requirements.

Must demonstrate a thorough knowledge of Federal, State and Tribal programs and services that support Indian housing and community development such as Low-Income Housing Tax Credits, NAHASDA, HOME, AHP and others.

Responsible for preparation of Indian Housing Plans, grant applications, policies, reports and other documents required or convenient to the successful operation of the organization.

Implements policy decisions of the Board of Commissioners, provides administrative and technical assistance to the Board and serves as the primary communications link between Board and staff.

Establishes and maintains Personnel Policies and Procedures, participates in selection, training and evaluation of staff. Promotes a program of effective utilization of resources.

Seeks Federal, State and nontraditional funding sources that benefit NCIHA's organizational objectives. Fundraising is a key aspect of the position.

REQUIREMENTS:

Graduation from an accredited college or university with a baccalaureate degree in public or business administration, planning or a closely related field

Two years demonstrated experience in managing/directing housing/community development programs

Ability to exercise independent initiative and sound judgement in solving administrative, fiscal, program development and personnel issues

Must submit NCIHA employment application, resume and letter of interest.

- Provide Tribal affiliation on employment application (if applicable)
- Possess a valid CA Drivers License
- Ability to meet NCIHA vehicle insurance requirements
- Pre-employment Drug Testing

**Application and full job description is available at
NCIHA**

**Contact Person: Darlene Tooley
ncihatrb@pacific.net**



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
707-468-1336 800-521-3191

JOB DESCRIPTION

POSITION: EXECUTIVE DIRECTOR

DEFINITION OF POSITION:

Under policy direction of the Board of Commissioners of Northern Circle Indian Housing Authority, to be responsible for the administration of the management of the Northern Circle Indian Housing Authority including operations of various programs and services, personnel administration, manager supervision, fiscal management, contracts for services and community relations and public information. Responsible to the Board of Commissioners and serves at the pleasure of the Board of Commissioners.

PRIMARY RESPONSIBILITIES:

1. Insure staff execution of policy decisions made by the Board, provides administrative and technical assistance to the Board and its committees, and functions as the primary communication link between staff and Board.
2. Plans, develops and secures funding for community development and low income housing programs and projects; assures that agency programs and projects are managed efficiently and effectively.
3. Reviews and analyzes proposals and financial statistical reports.
4. Develop and maintain close interagency working relationships with federal, state and local public and private agencies.
5. Informs the board on the status of department operations and proposed procedural changes. Promotes a program of effective recruitment, training and utilization of staff. Confers with administrative subordinates on policy or procedural matters.
6. Attend meetings of federal, state and local agencies and community organizations on the behalf of the Northern Circle Indian Housing Authority.

7. Establishes and maintains personnel policies and procedures. Participates in selection, training and evaluating of management and administrative staff; approves hiring and discipline for all staff; coordinates staff activities; delegates work among employees; discusses and resolves employee complaints and problems.

8. Reviews the preparation of program proposals, contracts and evaluates the recommendations of support staff. Presents proposed programs and contract to Board for approval. Assists the Board in interpreting the policies, directives and instruction of funding agencies and other federal, state, local and private funding sources.

9. Seek federal and non-federal funding sources and programs benefiting NCIHA's overall objectives.

10. Provide overall supervision of programs, policy guidance and coordination to assure operational aims of the agency are attained.

11. Provide supervision and monitoring of construction contracts, planning and design services.

12. Manages the preparation of the agency budgets for all programs and projects; monitors expenditures.

EDUCATION, EXPERIENCE, KNOWLEDGE AND ABILITIES:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. Normally this would include:

Graduation from an accredited college or university with a baccalaureate degree in public or business administration, planning, or a closely related field.

Two years of demonstrated experience in the managing or directing of housing and/or community development programs.

Knowledge of the principles of public administration, personnel administration, public relations and budgeting.

Ability to establish and maintain effective working relationship with staff and personnel or other public and private agencies.

Ability to speak, write effectively, and to prepare clear, concise and complete written reports.

Ability to exercise independent initiative and sound judgement in solving difficult administrative, fiscal, program development and personnel problems.

Must be a capable planner and manager of programs and people and a skilled communicator.

Ability to oversee daily operations independently.

General knowledge of economic, social, educational and cultural trends in the Indian community.

Must be proficient in Microsoft Office Suite, including Word, Excel and Outlook and have working knowledge of Housing Data Systems and Quick Books.

Possession of, or ability to attain, a Public Housing Manager certificate from a HUD approved certifying organization.

Possess a valid California drivers license and the ability to be covered under the NCIHA automobile insurance policy.

PLACE: Ukiah, California

SALARY RANGE: \$59,972.00 - \$89,088.00

CLASSIFICATION: Executive Director

WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:

The Board of Commissioners may waive the educational and/or experience requirements based on an evaluation of the experience or demonstrated competence of the job applicant.

- The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

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EMPLOYMENT APPLICATION

Position Applied For: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>			Desired Rate of Pay:
Name: (First, MI, Last)			Social Security Number:
Mailing Address (Street, City, State Zip):		How Long at this Address:	Phone Number:
Have you ever been employed by NCIHA? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list dates of employment and position held:			Date Available:
May we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain:			
Do you claim Tribal Preference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please name your tribal affiliation: _____		Are you able to perform the essential functions of the position applied for with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you an "immediate family" member of a NCIHA Board member? If yes, explain:		Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>	

❖ **EMPLOYMENT HISTORY:** Begin with present position and work back at least 5 years. The entire 5 year period must be accounted for without breaks; for periods of unemployment or attending school, list dates and write "unemployed" or "in school". Attach additional sheets if necessary.

Name and Address of Employer:			Phone Number:
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
Position Held and Work Performed:			
Name and Address of Employer:			Phone Number:
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
Position Held and Work Performed:			
Name and Address of Employer:			Phone Number:
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
Position Held and Work Performed:			

❖ EDUCATION: *Include all colleges, universities, technical and vocational schools attended.*

Are you a high school graduate or have you received your GED?		Name, Location of School:	
Type of School:	Name and Address:	Coursework:	Degree Earned:

Please list special training, certificates or other types of education you have pertaining to the job applied for:

❖ OTHER INFORMATION:

Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	State and Number:
Do you have a good driving record? Yes <input type="checkbox"/> No <input type="checkbox"/>	
In the past 3 years, have you been convicted of DUI or had your license suspended? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently on lay-off and subject to recall?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you travel if the job requires it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you, after employment, submit verification of your legal right to work in the US?	Yes <input type="checkbox"/> No <input type="checkbox"/>

List names of immediate family members (other than your spouse) working for us:

❖ CRIMINAL BACKGROUND: *For all questions, provide all additional information in the space provided or on a separate sheet. Except as required by law, conviction of a crime will not disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered when making employment decisions.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime as an adult? (Note: Do not include infractions or convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court or referred to a diversion program.) Yes No

If the answer is yes, describe the nature of the crime charged, the date of the conviction, the county and state or tribal reservation in which you were convicted and the disposition or outcome of the conviction, in the space below:

❖ REFERENCES: *List three (3) people who know you well. They should be good friends, peers, roommates, etc. who have known you for at least five (5) years. Try not to list relatives or anyone who is listed elsewhere on this application (ex: Supervisors).*

Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:

❖ **CERTIFICATIONS:** Please read each item carefully and acknowledge your understanding by signing in the indicated location.

Certification that My Answers are True: My statements on this application and any attachments to it are complete and correct to the best of my knowledge and belief and are made in good faith. I understand that a false answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work.

Authorization to Investigate and Contact Past Employers: I authorize investigation of all statements contained on this application/attachments. I authorize NCIHA to secure information pertaining to my background and experience. I also give consent to contact former employees listed on this application (unless specifically excluded) for references. I further give permission to all current or previous employers, managers and/or supervisors to discuss my relevant personnel and employment history with NCIHA. I consent to the release of such information orally or in writing and hereby release them from any and all liability whatsoever arising therefrom and agree not to sue them for defamation or other claims based upon my statements they make to any representative of NCIHA.

Consent to Contact Government Agencies: I give my permission to any agent, attorney or representative of the housing authority to receive a copy of any information contained in the file of any federal, tribal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and, to the fullest extent permitted by law, waive any right under applicable law concerning notification of the request for a release of such information.

Cooperation with Investigation: I agree to fully cooperate with the housing authority's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law. I give permission to the housing authority to verify my Indian heritage and verify any tribal enrollment information that I have provided.

Falsification Statement: I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

Release: I release NCIHA, it's officers, agents, directors, representatives, employees, attorneys and representatives from any and all claims, causes of action, judgments, liens, indebtedness, damages, obligations, losses, liabilities, or costs, which they may have, whether known or unknown, suspected or unsuspected, arising with this application for employment. I understand that this application is only valid for the position applied for at present and that NCIHA is not obligated to retain or consider this application for future openings. My signature below certifies that I understand that if I am extended an offer of employment by NCIHA, my employment is contingent upon satisfactory completion of a drug test and submission of proof that I have the credentials and/or licenses necessary for the position that I am offered.

I have read each item; I understand and agree to all terms.

Applicants Signature: _____

Date: _____

Printed Name: _____

How did you hear about this position: Check all that apply:

- Word of Mouth Web Page Newspaper Bulletin Board Other