



JOB ANNOUNCEMENT

JOB TITLE: Housing Department Director

DEPARTMENT: Housing Program

POLICY DIRECTION: Tribal Council

ADMINISTRATION SUPERVISOR: General Manager

CLASSIFICATION: Exempt

HOURS: Full Time

SALARY: \$80,000 - \$95,000 DOQ

GENERAL DESCRIPTION:

The primary functions and responsibility of this position is to provide management, administrative and programmatic oversight for the Tribe's Housing Program consistent with the Tribe's program goals and objectives, and consistent with applicable Tribal, Federal and State laws and regulations and program requirements. This position shall assist the Tribe in developing program policies, developing internal operating procedures consistent with adopted program policies, and expanding the Tribal Housing Program. The Housing Director shall work with the Tribal Council, the appointed Housing Board and the General Manager.

Duties include, but are not limited to; direct supervision of all departmental staff; program budgeting and monitoring; management and administration of the Tribe's HUD NAHASDA Housing Block Grant; program development and planning; timely assistance in writing, renewal and submission of program grants for approval by the Tribal Council and Federal and/or State agencies; preparing required grant/contract reports for approval and submission; and ensuring that the Housing Program is being operated in a manner that is compliant with all applicable Tribal, Federal and State laws and requirements.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Urban Planning, Construction Management, Public Administration, or related field; or six years of directly relevant comparable public or tribal housing experience at senior management level and a four-year degree.
2. Eight years of experience in relevant public or tribal housing or other federal subsidized housing programs, or related field including six consecutive years at senior management level.
3. Six years of experience supervising four or more employees in a public or tribal housing or other federal subsidized housing program.
4. Six years of experience overseeing organizational budgets and operations of a public or tribal housing or other federal subsidized housing program.
5. Must have excellent and clearly demonstrated technical writing skills.
6. Must have excellent written and oral communication skills.
7. Must be able to draft policies, procedures, forms and other documents necessary to meet program compliance and record keeping requirements.
8. Must be able to prepare Housing plans, grant submissions, grant reports and other documents necessary to maintain, expand and/or enhance the Housing Program services and the Tribe's HUD NAHASDA Housing Block Grant compliance.
9. Must be able to accurately read, interpret and apply Tribal, Federal and State program regulations, policies and contracts, including extensive knowledge of housing programs, laws and regulations.
10. Must be able to research and review Tribal, Federal and State laws and regulations applicable to the Housing Program and services.
11. Ability to evaluate new programs or policies, make recommendations on their applicability and to implement new initiatives.
12. Demonstrate knowledge of public housing and asset management including federal, state, local housing or tribal policies, programs.
13. Demonstrate knowledge of funding sources and financing methods for public and/or affordable housing programs and development projects.
14. Demonstrate experience with voucher and other specific housing support programs and/or services.
15. Working knowledge of Washington State landlord – tenant laws and requirements.
16. Demonstrate knowledge of federal principles and practices of public administration, budget preparation, grant and contract administration and compliance, and federal housing program audit requirements.
17. Must be computer literate and proficient with Microsoft Office software including but not limited to Word, Excel, Access, Powerpoint, Publisher; and other industry standard software programs.
18. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
19. Must be respectful and sensitive to the values and culture of the Upper Skagit Indian Tribe.

20. Must maintain and carry current, valid unrestricted Washington Driver License including unrestricted liability insurance and be insurable under the Tribe's insurance policy.
21. Must be able to pass a pre-employment drug test and comply with the Tribe's Substance Abuse Policy including random drug screening.
22. Must pass a background check including a criminal background check.
23. Perform other duties as assigned.

The statements contained herein general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance to work load. This is an at-will position.