

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Housing Program Director
Department: Housing/Land Assignment
Reports To: CEO
FLSA Status: Exempt Full Time
Prepared By: Tribal Programs Director
Prepared Date: 2/10/21
Approved By: Chief Executive Officer
Approved: 4/20/21

Summary

The Housing Program Director will provide leadership and organizational direction to the Chief Executive Officer and the Tribal Council in an effort to fully develop the Housing Program and ultimately move towards the development of a Housing Authority. The Director will administer all Housing Programs of the Trinidad Rancheria, including housing management, maintenance, construction projects, budget development and oversight, as well as community development and redevelopment. 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 Responsibilities of the Housing Program Director are as follows:

- Accountable for the overall administration of all Tribal Housing Department programs and projects
- Ensures that all programs are operated in compliance with all applicable regulations and within contractual budget parameters
- The work involves budget development and monitoring; accounting and finance activities and reports
- Grant proposals, housing management programs compliance;
- Approval of contracting and procurement policies and actions;
- Department policy development and administration;
- Resolution of technical and or administrative problems
- Conduct inspections of tribal homes
- Staff supervision, training, and professional development after program development.
- Will oversee the development of future projects and redevelopment as requested by the CEO and Tribal Council.
- Coordinate, assess needs, prepare; submit required reports, and administer Housing and Community Development (NAHASDA; ICDBG; IHBG; BIA) with related agents and contractors.

- Develop other housing programs consistent with the Native American Housing Assistance and Self-Determination Act (NAHASDA) and secure funding to administer those programs.
- Develop and/or implement Homebuyer's Assistance program, HUD 184 loan counseling and Pathways to Homeownership education.
- Performs other essential duties as assigned by CEO and Tribal Council.

Qualifications, Education and/or Experience

Graduation from a four year college or university with a bachelor's degree in business/public administration/or an applicable field masters preferred; and five years responsible administrative experience including three of those years in a management capacity with fiscal oversight including housing management and or community and housing development; or any combination of training or experience that ensures the ability to perform the duties and responsibilities of the position.

To perform this job successfully, an individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must have experience administering HUD funding and programs
2. Requires extensive knowledge of the principles and practices related to the administration of a Tribal Government or Public Agency including personnel management, budgeting, financing, marketing, reporting, policy development and implementation and program administration
3. Knowledge of federal grant application development and ability to learn and interpret state and federal assisted housing programs, laws and regulations including interpretation, development, and implementation of policy directives and changes; program compliance; budgeting and finance requirements. Experience working directly in a public housing program(s) in a supervisory capacity with direct budgetary responsibility is desirable.
4. Requires basic knowledge of real estate development (including financing, design, construction and management). Requires the ability to read, understand and negotiate contracts.
5. Requires extensive experience in managing organization and personnel including the ability to communicate, train, counsel and discipline employees effectively to conduct performance appraisals and to create a harmonious working environment.
6. Requires strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, is an integral part of this job. Evidence of ability to conduct effective presentations before public and private agencies, officials and other groups or individuals.
7. Must be able to develop and maintain extensive contacts and interact with a variety of community groups, government officials, contractors, architects, realtors, and other individuals, including persons of varying knowledge and educational levels to elicit

information and effectively design implement and maintain existing and potential housing programs.

8. Must maintain a personal ethical foundation to foster public trust and maintain professional ethical conduct at all times
9. Must pass pre-employment drug test.
10. Indian preference.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. Employee will be required to enter Tribal homes to conduct assessments and provide assistance to assignees of Tribal homes.

Signature: _____

Date _____