

VACANCY POSTING

POSITION TITLE: Director, Housing and Community Development
STATUS: Full-Time/Exempt **SALARY:** Negotiable
DEPARTMENT: Housing & Community Development **POSTING:** 8/16/2023
SUPERVISOR: Tribal Administrator **CLOSING:** Until Filled

POSITION DESCRIPTION

General Summary

The Director, Housing & Community Development will effectively manage the Tribe's housing and community development programs. The ideal candidate will be a self-motivated professional with experience in securing grants and managing grant compliance in accordance with housing rehab projects and community development initiatives for Tribal citizens within the Tribe's service area.

Primary Duties and Responsibilities:

Duties and responsibilities of the position shall include, but may not be limited to, the following:

- Responsible for the overall operations and reporting of all housing and community development objectives which include but are not limited to construction, renovation, finance, home ownership, modernization, maintenance, and rental assistance.
- Plan, direct, and coordinate activities to ensure that work is accomplished according to funding source parameters, timeframes, and applicable tribal, state, and federal laws.
- Develop and expend budgets as approved while also submitting accurate and timely reports to program funding sources as required.
- Develop new housing program opportunities consistent with Tribal goals including new grant proposals to attract additional revenue and funding sources for housing improvements and/or housing development.
- Provide regular updates on all activities and attend Tribal Council Meetings as requested.
- Regularly assess the needs of the tribal citizens and residents of the tribal service areas, prepare databases and report trends.
- Establish and maintain sound fiscal management practices of all housing activities.
- Assist with annual audit(s) as directed. Perform annual monitoring activities of compliance with applicable laws and funding requirements.
- Perform other duties as assigned by supervisor.

Knowledge, Skills and Ability Qualifications:

- Demonstrate knowledge of the Native American Housing Assistance and Self-Determination Act (NAHASDA), the Indian Community Development Block Grant Program (ICDBG), and Bureau of

Indian Affairs Housing Improvement Program (BIA-HIP) *and* all related program requirements and opportunities.

- Working knowledge of asset-building and homeownership/loan programs (184 Loan Program, USDA Rural Development, Title VI, Veterans Administration and similar opportunities and programs.
- Ability to procure professional service contracts in accordance with all applicable requirements.
- Ability to develop, oversee and coordinate fair bidding and procurement practices on all activities.
- Demonstrate knowledge of sound financial management practices.
- Demonstrate knowledge of project management activities.
- Demonstrate awareness of and sensitivity to tribal housing issues, while maintaining confidentiality.
- Strong analytical skills – ability to act quickly with reasonable and lawful solutions.
- 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 are a must.

Minimum Education & Experience:

- Bachelor's degree with an emphasis on Business Administration, Finance/Accounting, Planning, Public Administration or related field **AND** three (3) years of Administrative Management experience in tribal housing or a public housing authority; **OR**
- Combination of education, housing management certification and program experience which includes 5 years supervisory experience managing and implementing a Tribal or public housing program.

Other Requirements:

- Candidates must possess excellent computer skills necessary to perform the primary duties and responsibilities of the position.
- Must possess a valid State Driver's License or be able to obtain one and be insurable to drive government vehicles.
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

How to Apply:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
AND
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume to:

Attn: Director, Housing & Community Development

careers@umitribe.gov

NOTICE: 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 Tribe is an Equal Opportunity Employer (EOE).