

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Housing Department Program Director
Department: Housing
Reports To: CEO/Tribal Administrator and CFO
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 10.16
Approved By: CEO/Tribal Administrator and CFO
Approved Date: 10.16
Modified 10.5.16

SUMMARY: Responsible for planning, administer organizing, direct, supervising and coordinating the activities of the Housing Program and Housing Department to include operations and maintenance, development, accounting, security and all regulations related to Housing. This includes maintaining relations with housing project communities to insure adequate housing for Shoalwater Bay Indian Tribe tribal members are represented. Other responsibilities involve assessing housing needs, develop a strategy and solidify plans to meet housing needs, administering and coordinating the fiscal, legal, construction and internal relations functions of the Housing Department to achieve the objectives of the program. Requires management of program and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Financial - Develops, administers, and monitors annual budget in compliance with requirements of funding agencies and the Tribe. Oversee tenant payments, and A/P and A/R. Review rent and house payments, including annual certifications. Pursue additional funding sources for housing related projects.
- Tenant Relations – Develop, administer, and monitor tenant contracts including agreements for rentals, purchases, leases, and loans. Assure compliance with annual inspections and documentation. Prepare and monitor land leases and conveyances in cooperation with the BIA.
- Grants/Funding– Develop the annual NAHASDA grant (HUD). Document and provide reports as needed and required by funding sources. Develop supporting documentation as required by funding sources including environmental reviews (NEPA and HUD). Research and make recommendations to the Tribal Administrator regarding future projects. Oversee new projects.
- Staffing – Provide leadership to the housing staff. Prioritize workload and projects. Identify training needs and priorities. Conducts staff meetings for dissemination of pertinent information.
- Legal – Assure compliance with all laws and regulations governing tribal housing. Represent the Tribe at housing related hearings, investigations, and court cases.

- Is detail orientated.
- Have strong organizational skills.
- Be effective handling multiple priorities.
- Must have a high level of confidentiality.
- Ability to bring projects to completion on time with little supervision.
- Ability to anticipate and prioritize business needs, make suggestions for improvement and coordinate work flow.
- Ability to travel
- Performs other duties as necessary or assigned by CEO/Tribal Administrator.

SUPERVISORY REQUIREMENTS: Directly supervises employees of the Housing Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, including suspension and/or dismissal; addressing complaints and resolving problems. Excellent supervisory, organizational and training skills.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) or equivalent preferred. Ten years related experience and/or training; or equivalent combination of education and experience; major course work in business administration, planning, construction management. Minimum of two years effective supervisory experience. Knowledge of the principles and methods of administration. Considerable knowledge of the principles of real estate. Working knowledge of government regulations. Intermediate knowledge of plumbing, construction work, development, procurement, electrical configuration and an ability to read and interpret blue prints preferred. Experience reading, writing and interpreting legal documents. Position requires time management skills and the ability to work well with all levels of people and respond in a customer service orientated manner. Position requires office skills including typing and personal computer skills using MS Office Word and Excel. Significant experience in Government program management, and compliance with Federal grant requirements. Knowledge, sensitivity and ability to communicate effectively with staff, Council, Federal, outside agencies, Tribal officials, Native Americans and non-Indians. Considerable knowledge of the building construction trade as it applies to housing development, including materials and trade practices. Knowledge of home mortgage financing principles and resources. Hands-on experience in home construction.

LICENSING REQUIRED: Current, valid, unrestricted Washington State Driver's License.

LANGUAGE SKILLS: Must demonstrate the ability to interact tactfully and positively with Tribal Council, Tribal members, staff, government and elected officials. Ability to maintain a high level of confidentiality. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and business correspondence. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or boards of directors. Excellent communication and presentation skills.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Uses reason even when dealing with emotional topics.

Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service (Internal) – Manages difficult or emotional situations. Responds promptly to customer needs. Solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Present numerical data effectively. Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism. Inspires respect and trust. Mobilizes others to fulfill the vision. Provides vision and inspiration to peers and subordinates.

Change Management – Develops workable implementation plans. Communicates changes effectively. Builds commitment and overcomes resistance. Prepares and supports those affected by change. Monitors transition and evaluates results.

Delegation – Delegates work assignments. Matches the responsibility to the person. Gives authority to work independently. Sets expectations and monitors delegated activities. Provide recognition for results.

Leadership – Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others. Gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement. Takes responsibility for subordinates activities. Makes self available to staff. Provides regular performance feedback. Develops subordinates skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improves processes, products and services. Continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions. Displays orientation to profitability. Demonstrates knowledge of market and competition. Aligns work with strategic goals.

Cost Consciousness – Works within approved budget. Develops and implements cost savings measures. Contributes to profit and revenue. Conserves organizational resources.

Ethics – Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.

Strategic Thinking – Develops strategies to achieve organizational goals. Understands organizations strengths and weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasons for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.

Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others attention.

Safety and Security – Observes safety and security procedures; uses equipment and material properly.

Attendance/Punctuality – Is consistently at work and on time.

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 required to operate office equipment, i.e, computer, multi-line telephone, calculator, facsimile, scanner, photocopier. Requires the ability to read, write, communicate and interpret information, including legal documents, accurately in English.

Requires the ability to concentrate and consistently produce accurate work.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; stand and walk, stoop, kneel, crouch, and crawl. Specific vision abilities required include close vision, color vision and ability to adjust focus. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common office environment, but employee may be exposed to outside weather conditions. Employee may be exposed to hazardous materials and chemicals. Position may be stressful at times due to the sensitive or confidential issues being addressed. Travel may be required at times.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.