



## JOB DESCRIPTION

### Housing Director

Northwestern Band of Shoshone Nation

**Reports To:** Executive Director

**Drug Free Workplace:** The Northwestern Band of Shoshone Nation is a drug-free workplace. All employees are subject to random drug screen

**Background Check:** All employees must be able to pass a background check per the Northwestern Band of Shoshone Nation.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- Knowledge of the Northwestern Band of Shoshone Nation's organization and structure; including the functions of each department, names, titles and extension numbers of staff in order to expedite calls and messages
- Maintain confidentiality, discretion resourcefulness and sound judgment in handling sensitive issues
- To ensure project goals and objectives are met within the prescribed time frames and funding parameters
- Ability to be a team leader or member
- Plans and monitors the progress of the Indian Housing Block Grant
- 5 Years minimum experience in HUD-BIA-TRIBAL landlord-Tenant Housing program
- 5 Years Project Management
- Successful Grant Writing Experience with proven outcome
- Monitors housing programs for compliance to contract/grant requirements and budgetary constraints
- Submits budgets and vouchers for payments
- Responsible for housing program maintenance in compliance with applicable Federal Program and Tribal guidelines, State, Federal, County and City codes
- Works both in an office and field environment as required
- Plans, organize, and develops public meetings to communicate the development of housing programs within the Tribal community to provide financial assistance to eligible Tribal members with housing issues; such as repairs and handle emergencies as needed
- Ability at all time to meet and deal effectively in contacts with American Indian people and organizations, funding agencies and regulatory
- Maintain and keep a tenant waiting list current and posted for Utah and Idaho
- Maintain and secure the files for all lease to own and Section 184 loans
- Inspect, coordinate and oversee maintenance

- New assignments are provided in detail, as well as changes in current procedures
- Work is checked for accuracy, adequacy, and timeliness
- Ability to lift and/or move up to 50 pounds plus
- Bondable
- Prepare accounts payable, prepare all monthly, quarterly and annual reports for all funding oversight agencies
- Process and facilitate tenant rental payments, applicable utility payments and notices
- Prepare eviction notices in conjunction with the attorney
- Inspect all tenant units annually or as needed and re-certify rental agreements with tenants
- Coordinate and arrange for maintenance, and repairs and handle emergencies as needed
- Prepare Annual Performance Report (APR)
- Prepare the Indian Housing Plan (IHP) each year
- Prepare the Annual Status and Evaluation Report for any ICDBG grants currently in place
- Prepare BIA-HIP application and monitor HIP awards for rehabilitation purposes
- Prepare the annual Housing Authority budget
- Greet and welcome visitors, and tribal members in a courteous and professional manner
- Ability to be resourceful and proactive when issues arise with excellent organizational skills
- Answer routine information questions regarding housing
- New assignments are provided in detail, as well as changes in current procedures
- Work is checked for accuracy, adequacy, and timeliness
- Proficient in the use of, Microsoft Office, and the Internet, and the ability to operate office equipment and copiers
- Process RFP's
- Ability to function effectively under time pressure and/or demands of several tasks at once
- Strong public relations and interpersonal relationship skills with the ability to meet and deal with a variety of individuals exercising tact, diplomacy, and judgment
- Basic knowledge of spelling, punctuation, and a variety of lettered and report formats
- Filing, photocopying, and faxing
- High School Graduate/GED
- Previous management experience in private, public, or Tribal Housing Authority
- Northwestern Band of Shoshone Nation or American Indian preference

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_