

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Housing Director
Department: Housing
Reports To: General Manager
Status: Salaried
Approved By: General Manager
Approved Date: 10/18/2018

Open 10/22/2018 to 11/5/2018 then until closed.

SUMMARY: The Housing Director is responsible for the administration, management and delivery of all tribal housing programs, services and properties within the Sauk Suiattle Indian Tribe under the terms and conditions of the Sauk Suiattle Indian Tribe Housing Policy, to ensure project goals and objectives are met within the prescribed time frames and funding parameters. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and sound judgment in handling sensitive issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Initiates and develops contacts with funding sources, supervises the preparation of funding proposals, negotiates contracts and awards.
- Forecasts, plans, administers, and monitors the progress of the Indian Housing Block Grant
- Directs and coordinates all Housing Department, designs and implements new programs, monitors all programs for compliance and conformance to contract requirements and budgetary constraints.
- Coordinates accounting and financial affairs; develops and administers budgets; approves all Department purchases and vouchers for payment.
- Provides training to supervisors and staff, Performs employee evaluations.
- Serves on community boards as required
- Works both in an office environment and in the field as required and must be willing and have the capability to travel to various conferences and workshops.
- Plans, organize and develops public meetings to communicate the development of housing programs within the Tribal community programs to provide financial assistance to eligible Tribal Members with housing issues or other issues that may assist the Member in obtaining permanent housing
- Provide program services for Tribal Members including household budgeting and preparation and implementation of routine housing maintenance
- Prepares written reports, correspondence, request for proposals and ensures proper maintenance of records.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees assigned to the Housing Department. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

- Bachelor's degree is desired.
- Five to ten years of management and planning related experience, to include effective personnel management.
- Strong public relations skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required.

COMPUTER SKILLS

To perform this job successfully, an individual is required to be proficient in the latest version of Microsoft Office software.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Washington State driver's license required. First Aid/CPR/Blood Borne Pathogens training required.

Physical Demands/Work Environment:

The physical demands and work environment 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 may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive:

This position requires an awareness and deep appreciation of tribal traditions, customs and socio-economic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and sound judgment in handling sensitive issues.

Drug Free Workplace:

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

Background Check:

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES

Employee Signature

Date

Supervisor Signature

Date