



Cow Creek Government Office

Position Description

Position Title: Housing Director

Department: Housing

Reports To: NR Land, Resources, and Tribal Programs Officer

FLSA Designation: Exempt

POSITION PURPOSE:

The Housing Director will effectively manage the operations of the Tribe's housing and community development programs by directing and coordinating activities consistent with the established goals and objectives the Tribe. The Director administers the Housing Program according to Tribal guidelines, makes recommendations to the Board accordingly, and must demonstrate full comprehension of NAHASDA, IHBG and CDBG Grant Management. Additional duties may include Property Management of Tribal related assets.

ESSENTIAL FUNCTIONS:

- Plan, direct, and coordinate activities to ensure that goals and objectives charged to the department are accomplished within the prescribed time frame, funding source parameters and in accordance with applicable Tribal, State & Federal laws.
- Create and expend budgets as approved while also submitting accurate and timely reports to program funding sources as required by supervisor.
- Attend Tribal Board Meetings as requested
- Provide regular updates on all pertinent management and development activities of the Department.
- Advise and make recommendations to supervisor, and to the Housing Board on policy development and amendments.
- Develop programs consistent with Tribal goals and secure or leverage funding to administer those programs.
- Regularly assess the needs of the tribal citizens and residents of the tribal service areas, prepare databases and report reflecting 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.
- Secure funding to sustain current and future programs
- Establish sustainable innovative and creative solutions to ensure a healthy & safe community.
- Complete and submit Indian Housing Plans for IHBG and implement program activities included in annual planning documents.
- Manage programs such as home buyer down payment assistance, rental assistance for off Tribal property needs and home owners repair assistance using IHBG funding.
- Coordinate, monitor and maintain low income housing program which includes; planning, construction, agency reporting and development of low income housing guidelines/ policies and procedures for applicant eligibility with a priority list based on need for placement.
- Assists eligible applicants in obtaining down payment assistance which includes coordination with realtors, financial institutions, and title companies.
- Determines eligibility status for all applicants in all relevant housing programs.
- 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.

- Develops programs to provide financial assistance to eligible Tribal Members with housing issues or other issues that may assist the Member in obtaining permanent housing
- Perform other duties as assigned by supervisor.

QUALIFICATIONS:

- Minimum 3 years' experience in Housing field (Tribal Experience Preferred)
- Demonstrated knowledge of and familiarity with 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.
- Strong working knowledge of OMB Circulars, HUD and TDHE programs and Indirect Cost principles
- Analytical skills, Critical skills
- Ability to manage government grants and contracts
- Ability to negotiate and manage vendor and construction contracts
- Understanding of relevant legislation, policies and procedures
- Strategic and logistical planning skills
- Effective written and oral communications and math skills
- Time management skills
- Ability to display and enforce professional standards of conduct

