



Picayune Rancheria
Of the
CHUKCHANSI INDIANS
49260 Chapel Hill Dr., Oakhurst, CA 93644

POSITION DESCRIPTION – HOUSING DIRECTOR

Reports To: Tribal Administrator

Department: Administration

Status: Non-Exempt

Salary Range: DOE

SUMMARY & SCOPE OF POSITION:

The employee occupying this position is responsible for planning and administering, directing, supervising, and coordinating all phases of the PRCI Housing Department operations, to include operations and maintenance, development security and all regulations related to the Housing Department. Additionally, the Director must assess housing needs, develop a strategy, and solidify plans to meet the identified housing needs of the Tribe. The position requires management of housing development programs and budgets and/or monitors the work of qualified specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Oversight:

- Determine and recommend to the Tribal Administrator, programs or major projects that should be initiated and the timeframe involved; determine material and personnel resources to devote to projects; determine and maintain construction costs without reducing efficiency or quality and justifies major expenditures;
- Supervisor, evaluate, mentor, and coach Housing staff;
- Design and recommend systems, procedures, forms for internal, departmental or tribal use in carrying out programs for affordable housing and employment;
- Work with staff, architects, contractors, engineers, Tribal officials and participants in matters related to housing development (new construction and rehabilitation) as directed by the Tribal Administrator;
- Collaboration and effective communication with Tribal Council, Administration, and Housing Committee in policy-making and setting program goals;
- Completion of reports, such as monthly reports to the Administrator, Tribal Council, and/or other agencies and organizations as required;
- Oversee the preparation of budgets and monitor fiscal accountability and responsibility, including annual audit in cooperation with the Finance and Administration;

- Approve initial computation of rent and house payments including reviewing and certifying each tenant annually to verify they meet the applicable grant funder's requirements and are in compliance with applicable policies;
- Facilitate the acquisition of Homeownership and Low rent housing units;
- Interpret and implement all NAHASDA or Tribal Housing Policies and procedures;
- Review and approve maintenance reports; evaluate monthly reports with personnel;
- Draft and submit the Indian Housing Plan (IHP) and Annual Performance Report (APR);
- Annual review of goals and update goals and policies to ensure Indian Housing Plan commitments are accomplished;
- Develop and provide feasibility analysis on cost for acquisition and/or design of affordable housing projects;
- Develops strategies and goals consistent with the Tribe's mission for quality, affordable housing and administration of all program's;
- Attends and participates in professional group meetings; keeps abreast of new trends and innovations in the field of housing assistance programs, continuing changes in detailed HUD policies and procedures relating to Housing programs and local sector housing market conditions;
- Develops and maintains relationships with a variety of officials, agencies and organizations;
- Prepares or causes to be prepared, environmental compliance documents to assure appropriate Release of Funds, if needed, to be obtained from HUD or other agencies;
- Assures compliance with construction contract provisions, including labor compliance and Indian Preference;
- Assists with compilation and adheres to policies relating to new construction and rehabilitation including but not limited to eligibility of unit, eligibility of family, suitability of site;
- Assure compliance with all applicable federal and tribal procurement requirements;
- Conducts inspections of units and site infrastructure to assure quality control during construction and estimates of costs for rehabilitation, prepare final inspection reports as required;
- Review and approve requests for payment from contractors, suppliers, vendors, route to Fiscal department as appropriate;
- Within the scope of the general activities not specifically described above, performs other duties assigned by the Tribal Administrator.

KNOWLEDGE AND ABILITIES

- Knowledge of U.S. Department of Housing & Urban Development, Native American Housing and Self Determination Act (NAHASDA) as it relates affordable housing projects for purchase, development and construction;
- Knowledge of applicable sections of Code of Federal Regulations, Part 1000, operating handbooks and revisions thereto and building codes and standards for funding agencies and/or organizations;
- Ability to plan, develop, and coordinate activities related to housing program activities;
- Ability to write clearly and speak effectively to residents, applicants, clients and/or groups;
- Knowledge of fundamentals of eligibility determination and uniform physical condition standards, including environmental reviews;
- Knowledge of principles of budget preparation and control;
- Knowledge of pertinent federal, state and local laws, codes and regulations;
- Ability to act as the Tribe's representative to HUD, Federal and state offices; to effectively communicate and liaison in person with tribal residents and representatives, government, and the public; and to correspond effectively to maintain good working relationships with HUD, contractors, federal, state, local and tribal governments, and the public;

- Specific experience in accessing funding opportunities for the advancement of programs, including direct involvement in writing grant applications and grant management;
- Familiarity with Tribal government, customs, and practices, or comparable experiences;

EDUCATION AND EXPERIENCE

- Bachelor’s degree in a related field from a college or university preferred and five (5) years’ experience managing a Tribal Housing Program is required. If an applicant does not meet the educational requirements, they must demonstrate ten (10) or more years of combined education and related experience and/or training, in addition to the experience requirements;
- Minimum of (5) years of progressively responsible housing or community development experience with a public or private agency which includes construction experience;
- Considerable knowledge of the principles of real estate and experience reading, writing, and interpreting legal documents;
- Any additional years of relevant administrative or management position experience;
- Must have Supervisory knowledge including office skills such as typing, personal computer skills, word processing and spreadsheets;
- Ability to travel and willingness to attend training seminars/workshops to expand working knowledge of housing programs;
- Must have a valid and unrestricted Driver’s License. Driver’s license must not contain any restrictions that would otherwise prevent an employee from driving a PRCI or GSA vehicle and be insured under the PRCI vehicle insurance;
- Hiring is subject to Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b));
- Housing Management Certification is preferred.

Waiver of Education or Experience Requirements

Picayune Rancheria of the Chukchansi Indians may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of the proposed applicants.

The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.

Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)