



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

---

---

### **POSITION DESCRIPTION – Executive Director of Housing**

---

---

**Reports To:** Tribal Administrator

**Department:** Housing

**Status:** Exempt

**Salary Range:** DOE

---

#### **Position Summary**

This position directs and manages the overall operations of the facility, ensures that quality services are provided, that the physical plant is maintained, and that financial targets are achieved. Major areas of responsibility include resident relations, communications, financial management, marketing, operations, planning, building and grounds maintenance, administration, quality assurance, and compliance with HUD regulations.

#### **Position Responsibilities:**

- Is responsible for the daily operational management of the facility, including forecasting, planning, organizing, staffing, directing, and controlling all aspects of the operation, in compliance with PRCI policy, HUD requirements, and other federal, state, and local regulations.
- Affordable Housing, plans and carries out marketing activities as necessary to ensure maximum occupancy and the achievement of Affirmative Fair Housing targets.
- Affordable Housing plans and implements programs to ensure that new residents are oriented to the facility, its staff, its policies and procedures, to appropriate HUD requirements, and to resources and services that are available in the community.
- Encourages the establishment and operation of a resident organization and works with the residents in planning and carrying out activities, such as social and educational activities, and the establishing of ongoing functioning structures, such as a welcoming committee, safety committee, building and grounds committee, library committee, etc. Includes preparation of the monthly resident newsletter designed to convey information about community policies and procedures, resident activities and other information of interest to older adults.
- Organizes and monitors the maintenance function to assure that a complete preventive maintenance program is in place and being properly carried out.
- Walks the campus and building common areas regularly, at least twice weekly, to notice security or safety concerns and to assure that the buildings and grounds are well maintained, clean and attractive.
- Responsible for hiring, orienting, training, coaching, counseling, promoting, evaluating and general employment decisions for the community. Termination decisions are made in coordination with the HR Director.
- Affordable Housing. Maintains personnel files and fulfills record keeping requirements as required by Eskaton policy and law.

- Provides in-service training for staff regarding resident rights and resident confidentiality.
- Maintains the operation of the business office in accordance with PRCI policy and HUD requirements, including all aspects of HUD handbook 4350.3, compliance with ADA/504 requirements, and compliance with both the spirit and the letter of nondiscrimination laws.
- Affordable Housing, develops the annual budget, monitors financial results for compliance with the budget and makes adjustments as necessary to assure the achievement of the financial target. Prepares source documentation for accounts receivable, accounts payable and other related data required for financial statements.
- Controls the purchasing and contracting to assure compliance with PRCI and HUD requirements and to obtain the best value in supplies and services for the community. Reviews quality of services delivered, reviews quality assurance programs and reconciles/resolves complaints with staff, residents, families and neighbors.
- Maintains a professional image to the public, staff and to residents. Will act as liaison with the larger community which includes overseeing social service coordination for residents as well as becoming an active part of the greater community.
- Has a good grasp of the state of operations at any point in time; conducts effective operations review meetings to evaluate overall performance of the corporation. Has required knowledge of industry, including all significant regulations (federal, state, local) which affect the business.
- Oversees the relationship with the community volunteers who make up the membership of PRCI.
- Fully complies with all provisions in the Corporate Compliance Policy and Health Insurance Portability and Accountability Act (HIPAA). Agrees to promote compliance among subordinates.

## **Qualifications**

- Requires, a Bachelor's degree, in Business, Public Administration, Management or related field or related experience..
- A minimum of three (3) years administrative level experience in the management of senior housing related operations;
- Knowledge of governmental regulations for HUD Housing facilities, in-depth knowledge of
- The ability to recognize trends in the housing industry and sensitivity to the issues related to aging.
- Effective verbal and literary communication skills to interact with all levels of management, other employees and outside contacts;
- Effective managerial and inter-personal skills;
- Excellent fiscal and budgetary skills
- The ability to plan, organize, and implement work and be flexible enough to shift priorities quickly.
- Good computer skills with a working knowledge of Microsoft Office programs.

## **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.

**PRCI Tribal Preference:**

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Basic Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enroll Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

**Native Preference:**

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)