

SPOKANE INDIAN HOUSING AUTHORITY

6403 Sherwood Addition, P.O. Box 195

Wellpinit, WA 99040

(509) 818-1460 Fax: (509) 258-7188

JOB ANNOUNCEMENT

Position: Executive Director
Supervised by: Board of Directors
Salary Range: DOE
Status: Full-time Exempt
Deadline: Open Until Filled

Definition of Responsibilities:

Under policy direction of the Board of Commissioners, be in charge of the operations, functions, and administrative affairs of the Housing Authority. Represent the Board of Commissioners, policies and programs with employees, community organizations and the general public. Prepare budget requests and make recommendations to the Board on final expenditure levels. Be responsible for proper administration of grant funding. Be responsible for development, maintenance, and improvement of Housing Authority properties and services; and to do related work as required. Responsible for the overall management and development of housing programs utilizing the Native American Housing Assistance and Self-Determination Act of 1986 (NAHASDA).

Primary Responsibilities:

- Plan, organize, direct and coordinate all operations and management activities of the Housing Authority, including development, occupancy, financial and administrative function.
- Develop, recommend and implement administrative policies, procedures and regulations
- Coordinate housing development activities and implement and administer the budget for the Indian Housing Block Grant (IHBG) and for all sub-budgets contained in the Indian Housing Plan
- Submit monthly report to the Board on income and expenses and activities of the housing authority
- Maintain contact with appropriate branches of Housing and Urban Development (HUD) to ensure compliance with NAHASDA program guidelines, regulations and applicable OMB Circulars, etc.
- Develop new policies for adoption by the Board and recommend changes to existing policies to meet local conditions
- Administer policies and practices established by Board action, and prepare the Indian Housing Plan and Annual Performance Report for HUD and the Tribal Council
- Responsible for all program budgets and budget controls, financing, investments, procurement, dispositions, and personnel matters
- Secure the annual audit and review all audits and reviews to recommend action for resolving any findings
- Responsible for planning, organizing, directing, supervising, and managing all functions arising in the course of new housing development, management, and renovation programs, in compliance with established policies
- Ensure compliance with applicable tribal, state, federal and local regulations and requirements
- Implement all motions and resolutions of the Board
- Assist the Chairperson in preparing the agenda for Board meetings; performs other duties as assigned by the Board of Commissioners
- Responsible for the employment and termination of any SIHA staff, in compliance with approved policy

- Responsible for personnel matters, including employment procedures, grievances, and employer employee relations
- Implement and maintain personnel policies and procedures
- Responsible for selection, training, evaluation of staff and discipline for all staff
- Coordinate staff activities; delegate work among employees; discuss and resolve employee complaints and problems
- Maintain confidential personnel files for SIHA staff, including personal details and paperwork
- Serve as principle advisor to the Board on all matters of administration and consults with them on management and administrative problems
- Prepare requisitions for funds and submit to appropriate funding agency
- Prepare special reports and maintain control over grant fund transactions and reconcile

Qualifications:

- Bachelor's degree or equivalent directly related experience
- Five years of increasingly responsible work experience in management and/or administrative position in a private or public agency
- Background that includes responsibility for formulation and implementation of programs, including but not limited to, the Low Income Housing Tax Credit program, budgets and administrative operations
- Direct experience with an Indian Housing Authority is highly desirable
- A working knowledge of NAHASDA, to ensure that SIHA's programs are in compliance with HUD regulations and statutes
- A thorough understanding of all federal housing programs and regulations
- Ability to deal with the public as well as federal agencies
- Knowledge of property management and new housing developments and construction
- General knowledge of economic, social, educational and cultural trends in the Indian community
- Ability to establish and maintain an effective, harmonious, cordial working relationships with staff, tenants and other individuals or public and private agencies
- Ability to supervise the work of staff, to plan, organize, communicate, and direct a work program of considerable variety
- Ability to speak and write effectively to prepare clear, concise and complete written reports
- Must possess a reliable automobile, valid driver's license, vehicle insurance and a clean driving record
- Must be bondable
- Must maintain confidentiality of all files and accounts of SIHA's programs
- Must be able to pass pre-employment background check and drug testing

In accordance with Title VII of the 1964 Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified Native American applicants.

Please submit your resume and letter of interest to:

Board of Commissioners Chair
 Spokane Indian Housing Authority
 P.O. Box 195
 Wellpinit, WA 99040