



# **NOTICE OF EMPLOYMENT OPPORTUNITY**

**POSITION TITLE:** Housing Director, Tribal Housing Department

**CLASSIFICATION:** Exempt (Salaried)

**LAST CLASSIFICATION DATE:** August 3, 2020

**CLOSES:** August 28, 2020

**SALARY:** Based on Experience

## **I. General Description of Work**

This position consists of supervisory, administrative and management of community development and housing activities for the Little Shell Tribal Housing Department.

The following information is not intended to be an all-inclusive or restrictive list of qualifications or job expectations.

### **A. Program Management & Responsibilities**

Directs the operation of the Tribal Housing Department of the Little Shell Tribe, which includes development, management, and maintenance of housing units and housing programs. Attends Tribal Council meetings as directed and supervises the preparation of resolutions and maintains official records of housing related actions.

Administers all Department activities and develops appropriate operating procedures; supervises staff to ensure the Department follows established policies; monitors tasks and assignments in accordance with all policies and procedures.

Directs all aspects and stages of the development of new housing construction and modernization projects; serves as the contracting officer for all related contracts if so appointed by Tribal Council.

Cooperates with all officials and agencies concerned with the development and management of public housing; promotes an understanding of the program among all members of the Tribe. Encourages efficient utilization of all resources available to the Department; seeks to meet community needs. Develops and maintains appropriate plans for Department activities to provide an adequate supply of new housing and maintain existing housing to meet the goals as set forth in the Indian Housing Plan.

Actively involved on a national and regional level to better understand and have input into housing and community development issues that affect the Tribe. Ensures Little Shell Tribe's positions on national and regional housing issues are promoted and understood.

## **B. Fiscal Management & Responsibilities**

Collaborates with other tribal departments and tribal staff to develop tribal budget proposals.

Explore opportunities to leverage funds to increase budgetary opportunities.

Assists the Tribal Administrator in maintenance of accounts for financial activities of the Department; assists in submission of all required financial (425, APR, Audit) reports; approves all housing disbursements, approves and submits requests for funding to agencies as directed.

Reviews all Housing Department operating and development budgets with the assistance of the Tribal Administrator. Monitors and proposes amendments to budgets as needed for proper balances.

Consistent with the Tribe's procurement policy, approves all purchases, changes, invitations to bid and other Department obligations of funds. Participates in the award contracts after reviewing bids.

## **II. Supervision Received**

This position reports directly to the Tribal Administrator but the Housing Director should be able to fully administer the functions and operations of the Housing Department subject to tribal policies and guidance and direction of Tribal Council. The position makes a variety of independent decisions (routine, non-routine, complex and non-complex) on a daily basis.

### **III. Supervision Exercised**

The position functions as a program supervisor providing full program supervision and performing supervisory duties such as evaluating employee performance consistent with the Tribe's personnel policy, identifying training needs, recommending personnel actions and invoking discipline for an eventual staff of several personnel. The position is also responsible for oversight and supervision of contract personnel as they perform various duties for the Housing Department such as: minor repairs, lawn maintenance and related activities as outlined in the Tribe's Indian Housing Plan.

### **IV. Working Relationships**

Relationships are typically with Tribal, State and Federal officials, clients, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

### **V. Working Conditions & Location**

The position will be located in Great Falls, Montana at the Little Shell Tribal Headquarters. Office and shop environments with exposure to common hazards and normal effort required. Position spends a considerable amount of time driving to and from construction work and meeting and conference sites with some amount of driving or air travel out of the area for regional and national conferences and meetings related to various housing issues.

### **VI. Qualification Requirements**

- A. Minimum Training and Experience** – Bachelor's degree in public administration, business management or similar field, and three years of relevant experience; or any equivalent combination of training and experience.
- B. Knowledge** – Considerable knowledge of budgeting and accounting; leveraging funds to build capacity; working knowledge of property management and real estate; working knowledge of applicable agencies' policies and procedures. Understanding of the Native American Housing Assistance and Self Determination Act and federal programing under the U.S. Department of Housing and Urban Development.
- C. Skills** – Skills in supervisory roles as well as administrative and management practices/procedures.
- D. Abilities** – Ability to communicate effectively orally and in writing; ability to function in a culturally diverse environment; ability to maintain a liaison with other local housing authorities; ability to establish and maintain effective working relationships with others.

**E. Necessary Special Requirements** – Must possess a valid Driver’s License and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences.

**F. Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with clients about the Little Shell Tribal Housing Department’s services.

**VII. Conditions of Employment**

**A.** Candidates must be able to pass a drug test at the time of hire and throughout employment.

**B.** Candidates must pass a criminal background check at the time of hire and periodically throughout employment.

**C.** Candidates must possess a valid driver’s license and meet insurability requirements of the Tribe.

**VIII. Indian Preference**

The position is subject to the Tribe’s Indian Preference Policy.

**IX. How to Apply**

Qualified candidates must submit the following materials to [careers@lstribe.org](mailto:careers@lstribe.org):

**A.** Resume

**B.** Cover Letter

**C.** Salary Expectations or History

Any questions should be directed to the following [careers@lstribe.org](mailto:careers@lstribe.org).