



The Port Gamble S'KLALLAM TRIBE



Job Title:	Executive Director	Entity:	Housing Auth.
Supervisor's Title:	PGSHA Board of Commissioners & Executive Director (Tribe)	Pay Rate:	
Average Hrs/Week:	40	Rev. Date:	6/19

Job Summary:

The Executive Director manages the Port Gamble S'Klallam Housing Authority, the Tribally Designated Housing Entity for the Port Gamble S'Klallam Tribe. The person occupying this position is expected to employ sound management skills and professional business standards in the day-to-day operations of the Housing Authority and its projects. The position will oversee the assignment and supervision of work for 10 to 15 employees, and coordinate with Tribal Council and other Departments of the Port Gamble S'Klallam Tribe. Other responsibilities include planning current and future housing on the reservation, including the preparation of the Indian Housing Plan and Annual Performance Report, serving as Contract Officer for construction projects, and preparing requests for proposals and bid documents.

Duties Include:

- **Program/Grant Administration and Management:**
Directs the management of rental and homeowner units owned by the PGSHA; rental assistance programs, home repair modernization and rehabilitation programs and other programs implemented by the PGSHA. Acts as Contract Officer for all contracts. Puts specific efforts into learning about national housing issues as they effect the Tribe; develops tribal specific strategies to ensure readiness for change; supervises Housing Authority personnel through the management team.
- **Budgeting/Fiscal Management:**
Prepares annual Housing Authority budget and maintains expenditures within budget limits. Works with annual auditors and HUD auditors and prepares written response to audit when necessary. Supervises accounting functions and development of new systems and accounts as required. Prepares accounting reports for Tribal Council and HUD. Works with financial institutions to provide current and future housing needs. Initiates new and innovative methods for project and program financing.
- **Planning and Grant writing:**
Coordinate Housing planning efforts with both the Tribal Planning Director and Grants Department. Regularly monitor the progress and compliance of current programs, grants and contracts by establishing and using guidelines to appraise the achievement of

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objectives on a quarterly basis. Plans and institutes new housing programs as directed by Board of Commissioners. Provides and/or oversees grant writing for development projects, capacity building, special needs, elderly care facilities, etc. Prepares housing documents for, and presents housing issues to Tribal Council.

- **Meetings:**
Schedules Housing Authority meetings including preparation of agenda and attendance at monthly Board of Commissioners meetings and attends meetings of the Northwest Indian Housing Association. Plans, coordinates and leads community and staff committees whose goals directly contribute to Housing Authority objectives. Conducts regular meetings with staff, program coordinators and supervisors to guide program and performance objectives management. Oversees planning and facilitation of annual Housing Authority policy retreat for the staff.
- **Personal Contacts:**
Maintains regular contacts of a positive nature with staff, community members, Housing Board of Commissioners, Tribal Council, Department of HUD, and others to accomplish department objectives and preserve good public relations. Insures that PGST Executive Director, Housing Board of Commissioners and Tribal Council are informed of issues and needs pertinent to the Tribe's housing status, status of ongoing programs in addressing these, and the need for new programs or plans of action.
- **Reporting:**
Prepares Indian Housing Plan, Quarterly Reports and Annual Reports for Tribal Council and HUD; oversees the production and maintenance of other numerous reports. Delegates appropriate report production and maintenance tasks to subordinates.
- **Resources and Funding Development:**
Identifies funding sources and develops positive working relationships with other individuals, agencies and organizations that may contribute to the accomplishment of department goals; oversees grant writing proposals to procure grants and program funding; ensures that new efforts are congruent with overall tribal/community needs and values.
- **Selection, Training and Development of Subordinates:**
Successfully hires the best qualified individuals for department positions to maintain the highest quality of services. Ensures the education of tribal members for their leadership and capacity building skills to eventually assume the leadership, management and staffing of the Housing Authority. Ensures the professional growth of Housing Authority staff by supporting and requiring regular training as necessary, using established personnel policies for performance appraisal, and addressing performance deficiencies as they are observed.
- **Other duties as assigned by the Tribal Council, PGST Executive Director and/or the Housing Board.**

Qualifications:

- **Education and Experience:**
A bachelor's degree from an accredited four-year college or university in business development, community planning, and development or related field is required.

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3-5 years of general or construction management experience is required. Previous experience working for an Indian Tribe is preferred. Must have a valid Washington State Driver's license. Must be bondable to handle money.

- **Skills and Knowledge:**

Knowledge of HUD programs and activities, and HUD sponsored programs. Ability to consult and work with the Housing Board of Commissioners for housing policy and guidance. Ability to facilitate meetings and work within the cultural and governmental framework of the Port Gamble S'Klallam Tribe. Construction contracting and building design knowledge is desired. Comprehensive knowledge of computers and Microsoft Office programs and funding.

- Ability to effectively communicate with tenants, homebuyers, and other clients of PGSHA, and members of the general public concerning housing needs, programs, and services of the PGSHA. Supervision, mediation and negotiation skills required. Basic knowledge of blueprint-reading and construction management.

- **Budget Management:**

Proficiency in budget development and management is necessary.

- **Personal Computer Skills:**

Basic personal computer skills are required.

Requirements:

- Regularly required to use hands to finger, handle or feel and talk or hear.
- Frequently required to walk, sit, stand and reach with hands and arms.
- Occasionally required to lift and/or move up to 25 pounds.
- Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Travel Requirements:

- Local, Statewide and out of state travel may be required.

Employee _____

Date _____

Direct Supervisor/Manager _____

Date _____

Management Next Level _____

Date _____