



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue, P.O. Box 156, Wapato, WA 98951

Phone: 509-877-6171 Fax: 509-877-7830

Yakama Nation Housing Authority Posted Jobs

| Job# | Position | Start Wage | Open | Close |
|----------|--------------------|------------|------------------------------|--------------------------------|
| #2020-10 | Executive Director | DOQ | <i>Monday</i> Feb 3, 2020 | <i>Tuesday</i> Mar 17, 2020 |

Application Process: Submit a current Yakama Nation Housing Authority Employment Application; Revised 7/14, to the receptionist/staff person at the front desk: **611 S. Camas Ave., Wapato, WA.** Employment application will be date stamped and accepted during regular business hours and must be completed entirely. **By fax: (509) 877-1002.** Faxed applications require the original application to be mailed.

Reminder: Application must be complete and date stamped by the receptionist and/or staff person at the front desk in the YNHA Office at 611 S. Camas Avenue, Wapato, WA, by the closing date as indicated at the top of the announcement. Applications received after posted deadline will not be considered.

Business hours are Monday thru Friday, 8:00 am to 4:30 pm. Door closes 15 minutes prior to 4:30 pm each day unless posted.

If you have any questions, please feel free to contact YNHA Human Resources at (509) 877-6171, ext. 1024

Complete job announcement & YNHA Employment application is available at receptionist desk or online www.ynha.org/employment

*Indicate Job Announcement Number on YNHA application for posted jobs.

It is the applicants responsibility to update his/her application.

Complete application, print & sign for each posted job announcement .

Make certain all information is legible.

**YAKAMA NATION HOUSING AUTHORITY
JOB DESCRIPTION
2020**

**JOB TITLE: EXECUTIVE DIRECTOR
DEPARTMENT: ADMINISTRATION**

**FSLA STATUS: EXEMPT
PAY RANGE: DOE**

GENERAL DESCRIPTION OF JOB

The Executive Director is responsible to the Yakama Nation Housing Authority's (YNHA) Board of Commissioners. The Executive Director assists, determines and enforces through functional groups such as legal Counsel, regulatory and safety requirements as it relates to Tribal, Federal, State, and local regulatory agency's compliance in accordance with current laws and regulations. The incumbent is also responsible for being knowledgeable of applicable procedures in Tribal, BIA and Public Realty. The incumbent is responsible for systematically monitoring all phases of the YNHA's program to assist in the compliance with NAHASDA. The incumbent is expected to respect and follow all Yakama Nation pertinent laws and YNHA policies and procedures.

POLICY RESPONSIBILITIES:

The Executive Director is responsible for the consistent application of all policies adopted by the YNHA Board of Commissioners and of Federal policies to the Board for their consideration. He/she acts as the day to day Representative of the Board for their consideration. He/she is responsible for overall managerial functions of the YNHA, specifically: leadership and innovation; planning and programming; budgeting and implementation; financing and decision making; organizing and systemizing; scheduling, directing and controlling; staffing and administration; recordkeeping and evaluation; communications and coordination, team building, involvement and commitment.

The Executive Director is responsible for the timely and efficient success of all activities and tasks undertaken by YNHA staff in implementing policy and carrying out programs. He/she is responsible for accurate, timely, relevant and understandable reporting to the Board on YNHA activities of a policy or controversial nature.

SUPERVISORY RELATIONSHIPS:

The Executive Director reports directly to the YNHA Board of Commissioners. Directly supervises all department managers and staff. The incumbent may participate freely in proposing actions and discussing programmatic and overall managerial issues and concerns. The incumbent is expected to have a clear sense of what is needed and to exercise initiative, good judgment and general competence in carrying out his/her responsibilities in a business-like manner

Responsibilities require employee to follow;

- YNHA programs listed "Common Duties,"
- Department programs listed "Essential Tasks"
- Job description listed "Supervision Duties"

Common Duties;

- Read and comply with all appropriate YNHA policy and procedures; e.g., Personnel Policy Manual, Company Vehicle Policy, Financial Administration Policy and Procedures, Internal Department and Program guidelines, etc.
- Work cooperatively with all YNHA employees or those associated with the Tribe.
- Driving as required.

ESSENTIAL TASKS

The Executive Director of the Yakama Nation Housing Authority is responsible for administering the day to day operations of the housing authority in compliance with NAHASDA, HUD Notices, HUD Circular, Tribal Ordinance, YNHA policies and Federal rules and regulations.

- Acts as senior advisor and technical support to the YNHA Board on all matters relating to development and management of housing on the Yakama Reservation.
- Proposes policies, programs, budgets, and organizational changes, as needed and assists the Board in resolving policy issues.
- Assists as Chief Executive Officer (CEO), in the full range of programs and operations of YNHA. Accountable for interpreting and implementing in a consistent manner, all policies adopted by the YNHA Board and the requirements of various governmental and private organization, with whom business is dealt with.
- Provides executive supervision and policy direction to YNHA managers/supervisors in meeting delegated responsibilities and accurately evaluates their performance.
- Operates an effective performance evaluation system to provide staff with work standards of quality, quantity, timelines, and to encourage regular communication about expectations between staff and managers/supervisors.
- Provides specific goals and budget policies to YNHA Managers. Reviews their budgets and program proposals. Monitors income, expenditures and program delivery.
- Develops, organizes and regularly reviews all YNHA processes and procedures for the efficient, timely, and accountability of day to day operations.
- Conducts monthly team meetings with all supervised staff to maintain focus. Cultivate communications and share the benefits of the teams' knowledge.
- Coordinates with the YNHA Managers/Supervisors, creating "Employee Development Plans" for each staff person to train and develop skills needed.
- Assertively manages the YNHA 's ongoing relationship with HUD as a full partner in providing housing to the Yakama reservation residents.
- Acts as Chief Contracting Officer and as Construction Manager for all development projects under planning, design, and construction and warranty phases.
- Organizes, reviews, recommends to the YNHA Board and oversees in managing all development and operating budgets, accounts, consistent with financing requirements.
- Provides accountability and regular reporting of budget changes and other financial activities to the YNHA Board and HUD.
- Acts as public relations officer and liaison by establishing and maintaining working relationships outside of YNHA.

- Assists Managers/Supervisors in implementing YNHA personnel policies, specifically in recruiting, screening, hiring, supervising, compensating, evaluating, promoting, training, and terminating YNHA personnel.
- Follows up on all issues or concerns until they are resolved.
- Continually educates himself/herself on all program requirements and in YNHA operational matters.
- Assumes all other needed managerial functions relating to the YNHA and HUD assisted housing.
- Incumbent expected to travel.

KNOWLEDGE AND ABILITIES

The incumbent will have functional knowledge and abilities in the following functional areas:

- Knowledge of and experience with, Tribal organizations and policies, HUD requirements and IHA/TDHE Policies.
- Knowledge and experience with preparing and implementing Annual Performance Reports and Indian Housing Plans.
- Must have knowledge and experience with low income housing tax credit programs, rules, regulations, reporting and tenant monitoring.
- Knowledge and experience of a Bureau of Apprenticeship & Training Program.
- Knowledge and experience with Federal, Tribal, and local laws, regulations, policies, and procedures and related to BIA and IHS laws and regulations.
- Knowledge of, and experience with, affordable housing or private sector and residential housing projects.
- Knowledge of personal computer (hardware, networks, applications software).
- Ability to successfully manage multiple, concurrent contracts and projects.
- Ability to accurately complete and submit reports and documents within specific time frames.
- Strong project management, time management and organizational skills.
- Strong interpersonal communication skills (oral and written).

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT: Requires researching, gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT: Requires providing information, guidance or assistance to staff to directly facilitate task accomplishment.

INVOLVEMENT WITH THINGS: Requires handling or using machines, tools, or equipment that requires moderate instruction and experience, such as computers, peripherals, software programs for routine operations such as Word processing, spreadsheets, or custom applications and specialized software programs, may service office machines. Must be proficient with Microsoft Office-Word, Access, Power Point, Excel, Publisher and the internet.

GENERAL REQUIREMENTS

REASONING REQUIREMENT: Requires performing skilled work involving rules/systems with constant problem solving.

MATHEMATICAL REQUIREMENTS: Requires performing addition, subtraction, multiplication and division, may calculate ratios, rates and percentages.

LANGUAGE REQUIREMENTS: Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine or specialized reports, forms or business letters with proper format, speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Requires professional level work requiring the application of research methods. Requires extensive understanding of operating policies and procedures and ability to apply these to complex problems.

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light work that involves walking or standing, bending, reaching, kneeling, exerting up to 20 pounds of force on a recurring basis, and skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office machines.

ENVIRONMENTAL HAZARDS: The job risks no known exposure to environmental hazards.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, speaking, and color perception.

JUDGMENTS AND DECISIONS: Displays willingness to make decisions; exhibits sound and accurate judgement, supports and explains reasoning for decisions; includes appropriate people in the decision making process; makes timely decisions.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Bachelor's Degree in one of the following: Business Administration, Public Administration, Urban Planning or Construction Management.

SPECIAL CERTIFICATIONS AND LICENSES: Requires a valid driver's license with the ability to be insured by YNHA's vehicle insurance provider at the time of appointment and throughout employment is required for this position.

EXPERIENCE: Minimum four (4) years' work experience in a similar position managing residential housing organizations such as: Indian Housing Authority, Public Housing Authority, affordable housing or organization/development agency.

DRUG AND ALCOHOL POLICY

The Yakama Nation Housing Authority has a "Drug Free Workplace Policy." All employees are subject to pre-employment, random drug tests and to test when the use of alcohol or drugs in the workplace is suspected.

INDIAN PREFERENCE POLICY

In accordance with Section 101(k) of NAHASDA, Yakama Nation Housing Authority applies Yakama Tribal preference in employment, as established by Resolution GC-05-2012 of the Yakama Nation General Council.

Deputy Director

Date



2/4/2020

Interim Executive Director

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Printed Name

Date

Employee's Signature