



COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR OF HOUSING

POSITION DESCRIPTION

Title: Executive Director of Housing

Schedule: Monday through Fri

Location: Toledo, WA

Classification: Full-time-exempt

Opening Date: March 4, 2021

Salary Range: \$95k to \$110k DOE

Closing Date: Open until filled

Position Summary: The Executive Director is responsible for the day to day leadership, planning, organizing, scheduling, directing, supervising, managing, tracking, achievement and reporting on all functions arising in the course of development, modernization, maintenance, occupancy and operation of CITH's housing programs, consistent with policies and budgets established by official Housing Board action.

The Executive Director is also responsible for the management of all CITH programs, serving as the key staff liaison for CITH with HUD, the Bureau of Indian Affairs, the Indian Health Service, Tribal staff, and other jurisdictional bodies and organizations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

Prepares or supervises preparation of the Indian Housing Plan (IHP) and budgets for Board approval and prepares monthly, quarterly, bi-annual, and annual reports to HUD, the Board, the General Council, and Tribal Council, as appropriate.

Administers policies, plans and budgets adopted by Board action.

Manages grant funds, private financing, procurements, investments, record-keeping, property dispositions in an effective and timely manner.

Organizes and supervises the development, occupancy, modernization, maintenance, financial and administrative operations of CITH. Prepares legal instruments of CITH, seeks legal advice if necessary.

Responsible for the selection and application of accounting principles.

Secures the annual audit, reviews all audits and HUD monitoring reviews.

Responsible for submitting the audit to the federal audit clearinghouse by the due date.

Provides the audit to the Board and Tribal Treasurer, provides the Board with managements views on conclusions, recommendations, and findings as well as planning corrective actions for audit findings and reporting same to auditor and Board.

Resolves all findings. Maintains proper reserve balances and authorizes all financial documents such as purchase orders, payment authorizations, payrolls, financial reports, etc.

Maintains a thorough working knowledge of the Homebuyer Agreements, Rental and Lease agreements, the Tribal Housing Ordinance, CITH policies and procedures, HUD's grant agreements, Federal program regulations, CITH by-laws, and HUD guidebooks and Public & Indian Housing Notices.

Regularly evaluates major operating processes of the CITH, makes procedural improvements, initiates organizational changes, provides training and technical assistance to staff & board.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty successfully. The requirements below are representative of the knowledge, skill and ability required.

SUPERVISORY RESPONSIBILITIES Provides overall direction, coordination, and written performance evaluation of CITH staff.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business administration or related field, plus work experience.

Or: five (5) years of managerial work experience in Housing with at least three (3) years experience in the administration of housing policy; two (2) years supervisory and management experience; or any combination of work experience which demonstrates the ability to perform the duties of the position.

Experience in HUD Housing Programs, Housing Finance, Property Management, Maintenance, Real Estate and Construction desirable.

Ability to read, analyze, & interpret business correspondence, gov.regs., financial, legal & land use documents, & to present complex info to staff, clients, & Board members. Ability to interpret a variety of regs, laws, policies & procedures in written, oral, diagram or schedule form. Computer skills: Intermediate level working knowledge .

Requirements: Must submit to and pass a background check and drug screen

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail or fax resume and cover letter to:

Human Resources Department

Cowlitz Indian Tribe

P.O. Box 2547

Longview, WA 98632

Fax: (360).578-1641