

are being made.

- Coordinate and provide the mechanism for reporting and collecting delinquent rent payments, i.e. payback agreements.
- Serve as a liaison for the Tribe with Federal, State and local resources for the Housing Department.
- Prepare and submit all applications requesting funding for additional housing, modernization, and or other specialty programs that would benefit Tribal Housing.
- Review and approve Housing Department employee time sheets each pay period.
- Identify policies and procedures, legal requirements, and government reporting regulations that affect tribal housing functions and assure compliance.
- Represent the Puyallup Tribe of Indians at housing related hearings and investigations, as needed.
- Perform other duties as assigned.

Financial Oversight:

- Cooperate with Administrative Manager and Accounting in the preparation of annual budgets. Prepare subsequent budget revisions as needed.
- Identify financial, personnel and material needs and challenges of the Housing Department and communicate needs to the Administrative Manager.
- Facilitate annual audits and periodic monitoring reviews and correct any finding in a timely manner, including preparation and implementation of a Corrective Action Plan, if needed.
- Prepare and submit final closing documents and reports for grants and contracts.
- Perform other duties as assigned.

Construction Oversight:

- Oversee and administer major development and construction projects in conjunction with the Tribe's Construction Department.
- Conduct site inspections for acquisition of property prior to construction; present findings and recommendations to funding agencies.
- Conduct environmental reviews, land surveys, appraisals, and all other required documentation for property acquisition.
- Serve as the responsible contracting and procurement officer for the Housing Department during construction and all aspects of development in conjunction with the Tribe's Construction and Procurement Departments.
- Perform other duties as assigned.

Reporting/Contract Oversight:

- Prepare Indian Housing Plan and Annual Performance Reports for Tribal Council approval, periodically redefine goals and objectives, evaluate progress and adjust plans and activities as deemed appropriate for submission to HUD.
- Prepare contract requests and administer contracts with federal agencies such as BIA, IHS, and HUD and private contractors. Coordinates with the Legal Department for legal review and submits contracts to Tribal Council for final approval/signature.
- Submit special reports related to housing transactions monthly, quarterly or as required by Tribal Council and/or funding agencies.

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises Housing Department staff positions in both direct and indirect positions. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Master's degree (M.S. or M.A.) in a related field from a college or university preferred. Bachelor's degree in a related field and five years' experience managing a Tribal Housing Program is required. If an applicant does not meet the educational requirements, must demonstrate 10 or more years of combined education and related experience and/or training, in addition to the experience requirements listed below.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Experience

- Must have 2 years of effective supervisory experience.
- Knowledge of the principles and methods of administration.
- Ability to establish and maintain effective communication with Board, Council, staff, tenants, and other agencies.
- Considerable knowledge of the principles of real estate.
- Working knowledge of government regulations.
- Intermediate knowledge of plumbing, construction work, development, procurement, electrical configuration and an ability to read and interpret blue prints preferred.
- Knowledge of roofing and security systems preferred.
- Experience reading, writing, and interpreting legal documents.
- Position requires time management skills and the ability to work well with all levels of people and respond in a customer service oriented manner.
- Position requires office skills including typing and personal computer skills using word processing and spreadsheets (i.e., Word for Windows, Excel).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal Council, government and elected officials, Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratios, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

- Must have a valid and unrestricted Washington State Driver's License. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a GSA vehicle.
- Must provide acceptable documentation of authorization to work in the United States.
- Housing Management Certification preferred.

Other Duties

- Participate in the development of the Puyallup Tribe of Indians Vision, Mission, strategic planning process, and convey, model, and carry out such, as requested by Tribal Council.
- Develop and maintain ethical and professional relationships with key vendors in an effort to obtain added value to the Puyallup Tribe of Indians.
- Contribute to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).
- Contribute toward effective team problem solving with staff, peers, and management.
- Consistently demonstrate Tribal values and encourage and coach others to consistently demonstrate Tribal values.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information, including legal documents, accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting, but employee may be exposed to outside weather conditions.
- Employee may be exposed to hazardous materials and chemicals.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Travel may be required at times.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV