



The Klamath Tribes  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

OPEN: 05/23/23  
CLOSE: WHEN FILLED

EXEMPT   X    
NON-EXEMPT       

**POSITION DESCRIPTION**

**POSITION:** HOUSING DEPUTY DIRECTOR

**RESPONSIBLE TO:** Housing Director

**SALARY:** Step Range: 25-44; Full Benefits  
Salary Range: \$56,024 - \$98,238  
Hourly Range: \$26.93- \$47.23

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes Administration  
501 Chiloquin Blvd.  
Chiloquin, OR. 97624

**BACKGROUND:** Comprehensive Employment level background

**POSITION OBJECTIVES**

The Housing Deputy Director will assist in the administration, management and delivery of all Tribal housing programs, services and properties The Klamath Tribes Housing Department is responsible for. The incumbent requires the ability to communicate effectively with Tribal Members, Tribal leadership and outside entities with courtesy, professionalism and respect with sound judgment and confidentiality.

Performs a variety of complex management and administrative functions. Primary responsibility is supporting the management and enhancement of the Housing Department programs and plans.

Under the general guidance and administrative control of the Housing Director, employee performs the management, and evaluation of The Klamath Tribes Housing Department programs and services with strict adherence with applicable tribal and federal laws, regulations, policies, and procedures.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for management and renovation programs and rental assistance. This includes, but is not limited to HUD Home Ownership, Rental Certificates Low Rent Services, Emergency/Transitional Housing, Elderly Housing, and USDA 515 Housing Lease to own, Transition Services, and maintenance, etc.
2. Ensure the Tribal Membership is informed of services provided by the Housing Department and how to access those services by providing informational seminars to the Tribal population on an annual basis.
3. Assist in managing grants, contracts, and MOU's in compliance with applicable Tribal and federal laws, regulations and policies. Provide grant reporting as required.
4. Uniformly administer approved Housing Department policies and written standard practices to ensure there are no perceptions of bias.
5. Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights to prospective and current Housing program participants.
6. Investigate complaints, disturbances, and violations and resolve problems, following management rules and regulations with courtesy, professionalism and respect.
7. Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects.
8. Review and monitor expenditures to remain within established budgetary constraints.
9. Administer, and monitor the progress of the Indian Housing Block Grant.
10. Ensure Tribal funds, fees, and any other departmental accounts are properly secured and managed in accordance with Tribal and federal policies and procedures. The incumbent must be bondable.
11. Work closely with the Housing Director and other Tribal advisory committees, federal and non-federal agencies and organizations, Tribal members, other staff, and the general public to effectively manage Tribal Housing to meet the needs of the population being served and ensure services provided are in line with the Tribes' Strategic Plan.
12. Keep the Housing Director informed of departmental issues and priorities, provide

reports as directed.

13. Responsible for meeting short-term and long-term goals and objectives of the Housing Department programs. Develop and implement work plans and procedures regarding those goals.
14. Exercise the full range of supervisory duties for department staff and activities under strict adherence to the Personnel Policy and Procedures Manual. Perform overall work planning, set priorities, assign and review work. Discuss the progress of the work and problem areas as they arise. Identify training needs and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than adequate performance. Keep employees informed of management policies and goals.
15. Develop and maintain records and prepare reports and documents related to departmental programs and activities. This may include, but is not limited to personnel data as well as other management data.
16. Maintain contact with appropriate branches of Housing and Urban Development (HUD) Office of Native American Programs (ONAP) to ensure compliance with NAHASDA program guidelines, regulation and applicable OBM Circulars, etc.
17. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

The Housing Director outlines the overall program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurrent work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

The employee directly supervises overall staff and activities, etc. Other positions may be added which the Housing Deputy Director may directly or indirectly supervise.

### **KNOWLEDGE, SKILLS, ABILITIES**

General knowledge and understanding of Tribal organization, functions, policies, goals, priorities, and operating programs.

Knowledge of property management.

General knowledge of economic, social, educational and cultural trends in Tribal communities.

Sensitivity to Native American culture, traditions, customs and socioeconomic needs of our Tribal Community.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county, and local agencies, contractors, Tribal Members, elected Tribal Officials, and the general public.

Management skills in policy formulation, program management.

Ability to supervise staff, to plan, organize, effectively communicate, and direct a work environment of considerable variety.

Ability to establish and maintain effective communication with the public, as well as federal and other agencies.

Good organizational and planning skills, ability to meet deadlines.

Ability, knowledge and skill to administer budgets, to provide financial guidance and assistance, and administer contracts in accordance with established policies, rules, and regulations.

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

Must be able to maintain confidentiality of sensitive program files and information.

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to have a Bachelor Degree in related field; **OR** equivalent job-related experience may be substituted for degree. Consideration will be given to a relevant combination of education/experience equal to at least four years. *(Submit documentation with application.)*
- **REQUIRED** to have five years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least two years of experience must be directly managing housing programs.
- **REQUIRED** to have two years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams with complicated

requirements and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).

- **REQUIRED** to possess strong management and planning skills applicable to Housing Programs.
- **REQUIRED** to possess working knowledge of NAHASDA; or ability to understand NAHASDA regulations to ensure all Tribal housing programs are in full compliance with HUD regulations.
- **REQUIRED** to be able to successfully manage existing grants, contracts and MOU's.
- **REQUIRED** to have the capacity and willingness to accept responsibility and remain professional in a multitude of situations, i.e., requires exceptional interpersonal skills.
- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.
- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports.
- **REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **REQUIRED** to possess and maintain a valid Driver's License, (out of state applicants must receive ODL if residing in Oregon within a reasonable timeframe), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

**Preferred Qualifications:**

- BA/BS Degree Public or Business Administration, or related field is preferred.
- Demonstrated knowledge of BIA Programs, preferred.

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURE**

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

**Employee (printed name)**

**Employee (signature)**