



## NISQUALLY INDIAN TRIBE JOB DESCRIPTION

**POSITION TITLE:** Director of Housing  
**SALARY RANGE:** Director - Level 1  
**DEPARTMENT:** Housing  
**SUPERVISOR:** Chief Executive Officer  
**FUNDING SOURCE:**  Indirect  Grant  Supplemental  Other

**NATURE OF WORK:** The Housing Director manages the Nisqually Indian Tribal Housing Department. 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 Department and its projects. The position will oversee the assignment and supervision of employees and coordinate with Tribal Council and other departments. Other responsibilities include planning current and future housing on the reservation, including the preparation of the Indian Housing Plan and Annual Performance Report and preparing requests for proposals and bid documents.

### **DUTIES AND RESPONSIBILITIES:**

- **Program/Grant Administration and Management:**  
Directs the management of rental and homeowner units owned by the Nisqually Indian Tribe; rental assistance programs, home repair modernization and rehabilitation programs and other programs implemented by the Tribe. 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 Department personnel through the management team.
- **Compliance:**  
Oversight responsibility for maintaining regulatory and legal compliance for all housing programs. Regulatory programs that are managed by the Director include but not limited to; HUD Indian Housing Block Grant (HUD/IHGB), emergency rental assistance, grant funded housing and programs, down payment assistance, rental and home ownership housing types, and various other programs. The Director will oversee performs internal tenant file and quality control audits and conduct departmental compliance training. In addition to ensuring that compliance of all programs is maintained, the Director is responsible for overseeing taking and processing applications for admission to the various housing programs.
- **Budgeting/Fiscal Management:**  
Prepares the annual department 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 Planning Department and grants staff. Regularly monitor the progress and compliance of current programs, grants and contracts by establishing and using guidelines to appraise the achievement of objectives on a quarterly basis. Plans and institutes new housing programs as directed by Tribal Council and CEO. Provides and/or oversees grant writing for development projects, capacity building, special needs, and etc. Prepares housing documents for, and presents housing issues to Tribal Council.



- **Meetings:**  
Schedules meetings including preparation of agenda and attendance at monthly Housing Committee meetings and attends meetings of other professional tribal housing organizations. Plans, coordinates and leads community and staff committees whose goals directly contribute to the Housing Department objectives. Conducts regular meetings with staff, program coordinators and supervisors to guide program and performance objectives management. Oversees planning and facilitation of annual policy retreat for the staff.
- **Personal Contacts:**  
Maintains regular contacts of a positive nature with staff, community members, Housing Committee, Tribal Council, Department of HUD, and others to accomplish department objectives and preserve good public relations. Ensures the Housing Committee 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 Department. Ensures the professional growth of Housing Department staff by supporting and requiring regular training as necessary, using established personnel policies for performance appraisal, and addressing performance deficiencies as they are observed.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of HUD programs and activities, and HUD sponsored programs. Ability to consult and work with the Housing Committee for housing policy and guidance. Ability to facilitate meetings and work within the cultural and governmental framework of the Nisqually Tribe. Construction contracting and building design knowledge is desired. Comprehensive knowledge of computers, housing software, Microsoft Office programs and funding. Ability to effectively communicate with tenants, homebuyers, and other clients of the Nisqually Tribe, and members of the general public concerning housing needs, programs, and services of the Nisqually Indian Tribal Housing. Supervision, mediation and negotiation skills required. Basic knowledge of blueprint-reading and construction management.

## **MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited four-year college or university in business development, real estate, community planning, and development or related field is required. Previous experience working for an Indian Tribe is preferred. Must have a valid Washington State Driver's license.

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

The signature below represents that I have read and understand all the prerequisites for the above position, and I acknowledge that I am capable of performing the essential functions, physical requirements and acknowledgements that I fulfill the prerequisites required for the position.

Employee  
Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.