



COWLITZ INDIAN TRIBE

JOB DESCRIPTION

POSITION TITLE: Director of Housing
DEPARTMENT: Housing
REPORTS TO: Tribal Manager
FLSA STATUS: Exempt
SALARY GRADE: E7

Position Summary:

Achieves the Housing goals and objectives by planning, directing, monitoring, and evaluating all functions and staff required to operate and maintain activities, services, and department operations. Ensures compliance with all tribal, federal, state, county, or other regulatory agency laws, ordinances, codes and regulations. Honors and represents the mission, vision and values of the Cowlitz Indian Tribe and the Housing Department.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops and implements strategic plans for Housing programs.
- Directs the establishment, implementation and communication of goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.
- Increases staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining supervisors; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Conducts performance evaluations of Housing staff on annual basis.
- Hosts regular staff meetings to ensure communication among personnel regarding Housing activities.
- Contributes to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Develops the annual Housing Department budget and presents budget to Tribal Council, Tribal Manager and Chief Financial Officer.
- Achieves the financial objectives by exercising control and implementation over the budgetary processes.
- Ensures Housing programs and projects are in compliance with CIT codes, policies, procedures as well as state and federal rules and regulations.
- Directs, monitors, and evaluates the procurement and contract process to ensure contract compliance and quality control.
- Secures additional funding and grant monies for continuation and expansion of program services.

- Assures effective and efficient implementation of grant monies and program compliance with policies and regulations imposed by funding sources.
- Creates policies and procedures for staff to ensure consistency and adherence to department goals.
- Directs the preparation of Indian Housing Plans, and Annual Performance Reviews for submission to HUD.
- Prepares administrative, statistical, and fiscal reports and presents to Tribal Manager, Executive Council, Tribal Council, and other agencies or departments as requested or required.
- Keeps leadership and other departments informed of status of Department activities by attending meetings and submitting reports.
- Serves on boards and committees as required or requested.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of HUD regulations as it pertains to the Native American Housing Assistance and Self Determination Act of 1996.
- Knowledge of department organization, functions, objectives, policies, and procedures.
- Knowledge of management principles and supervisory techniques.
- Knowledge of the general principles of grant writing.
- Knowledge of budget preparation.
- Knowledge of procurement procedures.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to operate MIP Accounting software and various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to work independently and meet strict timelines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations and responses to questions.

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Public Works, or related field.
- Five years' progressively responsible work experience in a tribal or public housing program.
- Five years in a supervisory capacity.
- Valid driver's license is required when driving vehicles for work-related purposes.
- Must be able to successfully pass a background screening / investigation according to the established requirements below.

Tribal preference in accordance with Cowlitz Indian Tribe Code and CIT Employee Policies and Procedures Handbook shall apply to all positions. All positions are required to adhere to CIT's established safety policies regarding vaccine requirements and personal protective equipment (PPE).

Background Investigation Requirements:

- Pre-employment drug screen.
- Personal reference check and employment verification.
- Federal, state, and/or tribal criminal history and sanction checks including fingerprint verification.
- Has not been found guilty of, charged with, received a deferred sentence, received a conditional discharge of, or entered a plea of not contest to, or entered a plea of guilty to any one felony or misdemeanor crimes of violence, sexual assault, molestation, exploitation or sexual contact; prostitution; or crimes committed against person(s) or children.

Physical Demands:

While performing the duties of this job, the employee frequently is required to reach with hands and arms, and to use hands, wrists, and fingers associated with computer equipment. The employee may be required to sit for extended periods of time. Normal visual acuity and ability to talk and hear is required by this job. The position may require occasional lifting and/or moving of up to 20 lbs.

Work Environment:

Work is generally performed in an interior setting and in an outdoor environment. Exposure to dirt, dust, fumes, airborne particles and/or allergens may occur. Noise level is usually moderate. Situations may arise where safety-toe shoes, safety goggles, gloves, or other protective clothing is required. Tight time constraints and multiple demands are common. Sporadic evening and/or weekend work will be required. Travel may be required for training, meetings, conferences, presentations, and other events.

Review

Employee Name _____

Employee Signature _____ Date _____

Supervisors Signature _____ Date _____

Human Resources Signature _____ Date _____