



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue ♦ P. O. Box 156 ♦ Wapato, WA 98951
Phone (509) 877-6171 ♦ Fax (509) 877-7830

Executive Director Job Announcement

Salary: DOE
Status: Regular Full Time
FLSA Status: Exempt

Opening Date: 11/08/2024
Closing Date: 11/25/2024

Responsibilities

The Executive Director is responsible to the Yakama Nation Housing Authority's (YNHA) Board of Commissioners. The Executive Director assists, determines and enforces through functional groups such as legal Counsel, regulatory and safety requirements as it relates to Tribal, Federal, State, and local regulatory agency's compliance in accordance with current laws and regulations. The incumbent is also responsible for being knowledgeable of applicable procedures in Tribal, BIA and Public Realty. The incumbent is responsible for systematically monitoring all phases of the YNHA's program to assist in the compliance with NAHASDA. The incumbent is expected to respect and follow all Yakama Nation pertinent laws and YNHA policies and procedures.

Policy Responsibilities

The Executive Director is responsible for the consistent application of all policies adopted by the YNHA Board of Commissioners and of Federal policies to the Board for their consideration. He/she acts as the day-to-day Representative of the Board for their consideration. He/she is responsible for overall managerial functions of the YNHA, specifically: leadership and innovation; planning and programming; budgeting and implementation; financing and decision making; organizing and systemizing; scheduling, directing and controlling; staffing and administration; recordkeeping and evaluation; communications and coordination, team building, involvement and commitment.

The Executive Director is responsible for the timely and efficient success of all activities and tasks undertaken by YNHA staff in implementing policy and carrying out programs. He/she is responsible for accurate, timely, relevant and understandable reporting to the Board on YNHA activities of a policy or controversial nature.

Supervisory Relationships:

The Executive Director reports directly to the YNHA Board of Commissioners. Directly supervises all department managers and staff. The incumbent may participate freely in proposing actions and discussing programmatic and overall managerial issues and concerns. The incumbent is expected to have a clear sense of what is needed and to exercise initiative, good

judgment and general competence in carrying out his/her responsibilities in a business-like manner.

Duties:

- The Executive Director of the Yakama Nation Housing Authority is responsible for administering the day-to-day operations of the housing authority in compliance with NAHASDA, HUD Notices, HUD Circular, Tribal Ordinance, YNHA policies and Federal rules and regulations.
- Acts as senior advisor and technical support to the YNHA Board on all matters relating to development and management of housing on the Yakama Reservation. Proposes policies, programs, budgets, and organizational changes, as needed and assists the Board in resolving policy issues.
- Assists as Chief Executive Officer (CEO), in the full range of programs and operations of YNHA. Accountable for interpreting and implementing in a consistent manner all policies adopted by the YNHA Board and the requirements of various governmental and private organizations, with whom business is dealt with.
- Provides executive supervision and policy direction to YNHA managers/supervisors in meeting delegated responsibilities and accurately evaluates their performance.
- Operates an effective performance evaluation system to provide staff with work standards of quality, quantity, timelines, and to encourage regular communication about expectations between staff and managers/supervisors.
- Provides specific goals and budget policies to YNHA Managers. Reviews their budgets and program proposals. Monitors income, expenditures and program delivery.
- Develops, organizes and regularly reviews all YNHA processes and procedures for the efficient, timely, and accountability of day-to-day operations.
- Conducts monthly team meetings with all supervised staff to maintain focus. Cultivate communications and share the benefits of the teams' knowledge.
- Coordinates with the YNHA Managers/Supervisors, creating "Employee Development Plans" for each staff person to train and develop skills needed.
- Assertively manages the YNHA's ongoing relationship with HUD as a full partner in providing housing to the Yakama reservation residents.
- Acts as Chief Contracting Officer and as Construction Manager for all development projects under planning, design, and construction and warranty phases.
- Organizes, reviews, recommends to the YNHA Board and oversees in managing all development and operating budgets, accounts, consistent with financing requirements.
- Provides accountability and regular reporting of budget changes and other financial activities to the YNHA Board and HUD.
- Acts as public relations officer and liaison by establishing and maintaining working relationships outside of YNHA.
- Assists Managers/Supervisors in implementing YNHA personnel policies. specifically in recruiting, screening, hiring, supervising, compensating, evaluating, promoting, training, and terminating YNHA personnel.
- Follows up on all issues or concerns until they are resolved.
- Continually educates himself/herself on all program requirements and in YNHA operational matters.
- Assumes all other needed managerial functions relating to the YNHA and HUD assisted housing.
- Incumbent expected to travel.

Knowledge and abilities:

The incumbent will have functional knowledge and abilities in the following functional areas:

- Knowledge of and experience with Tribal organizations and policies, HUD requirements and IHA/TDHE Policies.
- Knowledge and experience with preparing and implementing Annual Performance Reports and Indian Housing Plans.
- Must have knowledge and experience with low-income housing tax credit programs, rules, regulations, reporting and tenant monitoring.
- Knowledge and experience of a Bureau of Apprenticeship & Training Program.
- Knowledge and experience with Federal, Tribal, and local laws, regulations, policies, and procedures related to BIA and IHS laws and regulations.
- Knowledge of, and experience with, affordable housing or private sector and residential housing projects.
- Knowledge of personal computers (hardware, networks, applications software).
- Ability to successfully manage multiple, concurrent contracts and projects.
- Ability to accurately complete and submit reports and documents within specific time frames.
- Strong project management, time management and organizational skills.
- Strong interpersonal communication skills (oral and written) and ethics.

Work Environment:

Duties are performed primarily in an office environment. Sitting, stooping, walking, standing, and light lifting are required. Extensive computer use.

Minimum Qualifications: The successful applicant will have the following combination of education and experience.

Education: Bachelor's Degree in one of the following: Business Administration, Public Administration, Urban Planning or Construction Management, and

Experience: Minimum four (4) years' work experience in a similar position managing residential housing organizations such as: Indian Housing Authority, Public Housing Authority, affordable housing or organization/development agency.

Driver's License Requirement: A Valid Driver's License at the time of appointment and throughout employment is required for this position. Must qualify to drive a YNHA vehicle through insurance provider.

Benefits: Medical, Dental, Life and Vision insurance; eligible on the 1st of month, after 60 days.

**ACCEPTANCE OF AN OFFER OF EMPLOYMENT DOES NOT CREATE A
CONTRACTUAL OBLIGATION UPON THE EMPLOYER TO CONTINUE TO
EMPLOY AN INDIVIDUAL IN THE FUTURE.**

View position description and apply online: www.ynha.org. Or submit a Yakama Nation Housing Authority Employment Application to the front desk at 611 S. Camas Ave., Wapato, WA. Employment applications will be date stamped and accepted during regular business hours and must be completed entirely. **By fax: (509) 877-7830.**

Travel costs related to an interview will be the responsibility of the applicant.

APPLICATION NOTE: Resumes are not accepted in lieu of an application. Failure to complete all fields of the "Employment Background" section of the application will result in an incomplete application. INCOMPLETE applications will not be considered.

**** REMINDER:** Application must be complete, and date stamped in the YNHA Office before the closing date of the job announcement.

INDIAN PREFERENCE: The Yakama Nation Housing Authority practices Indian Preference in hiring, promotion, training, temporary reductions in work force and all other aspects of employment. Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) requires that, to the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians.

VETERAN'S PREFERENCE: In accordance with the Vietnam Era Veteran's Readjustment Assistant Act of 1974, YNHA gives Veteran's Preference for Employment. Attach a DD-214 for verification.

IMMIGRATION: Upon gaining employment with the Yakama Nation Housing Authority, you will be required to complete an I-9 form to determine employment eligibility. This will certify that you are a citizen or national of the United States, a Lawful Permanent Resident or an alien authorized to work.

PRE-EMPLOYMENT: The Yakama Nation Housing Authority has a "Drug Free Workplace Policy." An Employee Alcohol and Drug Free Evaluation Test (EADFET), a criminal background check and a full credit report are required before any employment offer is to be made. All housing employees are subject to random EADFET testing pursuant to the YNHA Personnel Policies Manual. It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

If you have any questions, please feel free to contact YNHA Human Resources at (509) 877-6171, ext. 1038. Or email: rachelb@ynha.com