



NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

TITLE: HOUSING SPECIALIST

REPORTS TO: **HOUSING DIRECTOR**
DEPARTMENT: HOUSING
CLASSIFICATION: NON-EXEMPT / FULL-TIME
SALARY: DOE

JOB SUMMARY:

Under general supervision of the Housing Director, assists in implementing the Tribe's Housing Program. Duties include environmental reviews, building/housing materials inventory, purchasing, client application assistance, insurance reporting, and general office duties and related work as required.

DUTIES AND RESPONSIBILITIES:

1. Provide construction administration and management support services for the Housing Director on new construction and home renovation projects, winter emergency assistance program and other approved tribal housing activities.
2. Assist with housing committee meetings, including minutes and office support.
3. Reconcile purchasing/orders by comparing accounts payable invoices with packing lists to ensure delivery of proper materials. Create reconciliation requests as needed. Maintain relationship with vendors regarding payments and orders on account.
4. Review insurance coverage for the housing program, file quarterly and annual reports with the Housing Director, and make recommendations for improvements.
5. Assist the Housing Director with environmental reviews for construction and housing projects.
6. Assist the Housing Director in preparing requests for proposals and/or quotes in purchasing building materials.
7. Assist clients in completing necessary applications for housing assistance.
8. Provide direct office support for the housing department including client files, inventory files, insurance files, grant files, and files correspondence and other records.
9. Track inventory used on housing projects for counting of materials.
10. Conduct semi-annual inventory of the housing department materials, equipment and supplies. Provide information to the housing director as needed for insurance and finance/audit purposes.
11. Organizes and maintains supplies, and arranges for equipment maintenance.
12. Other duties may be assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED equivalent plus two (2) years of work experience in Housing or related field.
- Knowledge of federal, state and tribal housing programs, including the Native American Housing Assistance and Self-Determination Act (NAHASDA).
- Basic knowledge of office systems and procedures, including word processing and spreadsheet software.

- Must have a valid State of Alaska Driver’s License.
- Must complete and pass a Pre-employment drug screening.
- Must complete and pass a criminal background check.

PREFERRED KNOWLEDGE, ABILITY, AND SKILLS:

- Exceptional communication and team skills.
- Knowledge of property, real estate, financial and construction management systems preferred.
- Knowledge of the lifestyles and culture of the people of Kotzebue.

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| Employee Signature | Date | Executive Director | Date |
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Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

Kotzebue IRA is an Equal Opportunity Employer, and all qualified applicants will be considered for employment.