

**NATIVE VILLAGE OF KOTZEBUE
KOTZEBUE I.R.A
Job Description**

TITLE: HOUSING DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

DEPARTMENT: HOUSING

SALARY GRADE: D.O.E.

CLASSIFICATION: EXEMPT

OPENING DATE: November 10, 2021

CLOSING DATE: Until Filled

JOB SUMMARY:

The Housing Director shall be responsible for the successful implementation of the Tribe's Indian Housing Plan. The plan requires the tribe to provide assistance to low income tribal members in need of housing services, either through home ownership or home renovation. The Housing Director and staff shall be engaged in an ongoing program of training and professional development that facilitates the delivery of affordable housing services to tribal members. The Housing Director reports to the Executive Director.

The Housing Director will provide housing assistance through the following activities:

- Central point of contact with agencies and lender that support affordable housing programs.
- Central point of contact for construction of new homes and renovation of existing homes.
- Central point of information for all residents who seek information of affordable housing programs.

The Housing Director will perform the following duties:

- Maintain accountability of program funds through accurate record keeping, timely reporting and adherence to Tribal policies on procurement.
- Submit monthly reports to the Executive Director on activities, progress on implementation and finance.
- Assist tribal members with the development of acceptable loan application for new construction or home improvement/renovations.
- Provide constructions administration services on new construction and home renovation projects.
- Monitor grant and loan program application deadlines and submit applications for grants and loans that enhance the development of affordable housing.
- Coordinate the activities of federal, state and tribal programs that affect the provision of affordable housing services to tribal members and local residents.
- Make recommendations to the tribal government on the amount of financial assistance to be provided to qualified tribal members in need of housing assistance.
- Collaborate in conjunction with other staff in Economic Development Planning and Projects.

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.

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REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Basic knowledge of personnel systems and procedures.
- Knowledge of federal, state and tribal programs, including NAHASDA.
- Knowledge of grants and loan application procedures.
- Ability to make decisions under pressure, operates within budgetary limits, supervise staff, interact with the public and express ideas and concepts clearly in both written reports and oral presentations.

MINIMUM QUALIFICATIONS:

- High School graduate and Bachelor degree. Addition experience may be substituted for education on a year-for-year basis.
- Course work in public administration, business administration, property management, real estate or related fields.
- Broad knowledge of a full range of financial and personnel management systems.
- Five years experience in HUD regulations.
- Five years experience in creating and implementing policy.
- Familiar with contracting and forced account work with HUD programs.
- Experience with personnel issues-agency and private sector.
- Knowledge of how to set up training programs.
- Negotiation and public relation experience.
- Program development and implementation.
- Demonstrated skills in evaluating efficiency and implementing new ideas.
- Preferred Member of the Native Village of Kotzebue.

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Revised: 01-13