

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: HOUSING DIRECTOR
DEPARTMENT: HOUSING
SUPERVISOR: GENERAL MANAGER
STATUS: EXEMPT/SALARIED

Summary

The Housing Director is responsible for the administration and management of all housing funds, programs and properties within the Sauk Suiattle Indian Tribe following the terms and conditions of all applicable policies and guidelines. This position requires a strong background in property and grant management. Must also be able to proceed with confidentiality and resourcefulness in handling sensitive issues and the ability to successfully navigate crisis intervention when necessary.

Essential Duties and Responsibilities

- Oversee daily operations to ensure compliance with grantors, programs, contractors and projects.
- Manages staff while also providing leadership and training so that they may achieve high performance.
- Develop and implement strategic plans to achieve organizational goals.
- Negotiate and manage contracts and agreements with external parties.
- Plan, administer and monitor the progress of all grants, programs, contracts and projects ensuring all requirements and policies are being met, and funding is available and expensed effectively and efficiently.
- Responsible for program development and maintenance in compliance with applicable policies and guidelines, and as directed by Tribal Council.
- Develops, monitors and administers all budgets; reviews and approves all department expenses and vouchers for payment.
- Facilitates community meetings to communicate program development and changes.
- Provide financial assistance to eligible Tribal Members with urgent housing matters to obtain permanent housing, including household budgeting and implementation of routine housing maintenance.
- Maintains a professional relation with all grantors, staff and contractors.
- Prepares written reports, correspondence, contracts and proposals.
- Responsible for ensuring all housing records and files are properly completed and up to date.
- Ensures all property repairs and routine maintenance is scheduled and completed in a timely manner and all records of repairs and maintenance are filed appropriately.
- Other duties as assigned.

Supervisory Responsibilities

Directly supervises employees assigned to the Housing Department. Responsibilities include training employees; planning, assigning, and directing work; appraising

performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's degree is desired or at least five years of progressive experience managing tribal housing programs.
- At least five years of management and planning related experience, to include effective personnel management.
- Strong public relations skills.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required.

Computer Skills

To perform this job successfully, an individual is required to be proficient in the latest version of Microsoft Office software.

Certificates, Licenses, Registration

Current Washington State driver's license.

First Aid/CPR/Blood Borne Pathogens certification.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to work in an office setting and also in the field as needed. Travel is required occasionally for training and conferences. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

Culturally Sensitive

This position requires an awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and sound judgment in handling sensitive issues.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.