



**Position:** Housing Director  
**Department:** Kashia Department of Housing  
**Supervisor:** Tribal Administrator  
**Location:** Sant Rosa Tribal Office  
**Salary:** \$82,000 to \$90,000  
**Classification:** Full Time with Benefits

**Position Summary:**

The Housing Director is responsible for the day-to-day leadership, planning, organizing, scheduling, directing, supervising, managing, tracking, achievement, and reporting on all functions arising during development, modernization, maintenance, occupancy, and operation of the Tribally Designated Housing Entities (TDHE) housing program, consistent with policies and budgets established by official Board of Commissioners (BOC) action and Kashia Housing Authority (KHA).

The incumbent is also responsible for the management of all authority programs, serving as the key staff liaison for the Authority with Housing and Urban Development (HUD) Bureau of Indian Affairs (BIA), Indian Health Service (IHS), Tribal staff, and other jurisdictional bodies.

**Essential Duties & Responsibilities:**

Typical duties may include, but are not limited to the following:

- 1) Prepares the Annual Comprehensive Housing Plan and budgets for BOC Board approval and prepares monthly, quarterly, and annual performance reports to the BOC, Tribal Council and HUD, as appropriate.
- 2) Administers policies, plans and budgets adopted by BOC action. Manages grant funds, private financing, procurements, investments, record-keeping, property dispositions in an effective and timely manner.
- 3) Organizes and supervises the development, occupancy, modernization, maintenance, financial and administrative operations of the authority.
- 4) Maintains a thorough working knowledge of the Mutual Help Occupancy Agreement (MHOA), rental leases, the tribal housing ordinance, housing authority policies and procedures, HUD's annual contributions contracts and grant agreements, federal program regulations, housing authority by-laws, and HUD guidebooks. All actions taken will be consistent with them.

- 5) Evaluates major operating processes of the authority, makes procedural improvements, recommends organizational changes, and provides training and technical assistance to staff and Board.
- 6) Maintains successful working relationships with the appropriate branches of the Tribe, HUD, BIA and IHS to ensure compliance with tribal ordinances, federal regulations, notices, circulars, HUD guidebooks, etc. and to obtain maximum grant funds. Coordinates effectively with public and private persons, agencies, firms, and jurisdictions.
- 7) Responsible for the employment, compensation, training, promotions and terminations, and other personnel matters for all authority staff, in compliance with the policies established by the BOC. Ensures that all staff of the authority receive needed training.
- 8) Continually evaluates existing and new KHA policies and recommends changes to meet housing authority goals and local conditions.
- 9) Formulates program plans and cost-effective procedures within established policy and approved budgets to achieve goals, operate efficiently, and promote good relations.
- 10) Prepares development programs for new units using grants, private financing, leveraging and other innovative techniques to develop needed housing from limited funds.
- 11) Responsible for administering the development and construction process, including site approval, site control, working drawings, bid documents, bidding process, Native American Preference, contract award, pre-construction conference, notice to proceed, construction monitoring, contract changes, final inspections, settlement documents, warranty inspections and fiscal close-out.
- 12) As contracting officer for the authority, negotiates all contracts, monitors performance and assures compliance.
- 13) Schedules and monitors all maintenance operations for dwelling units, grounds, utilities, improvements, and betterments, to assure that units are decent, safe and sanitary.
- 14) Responsible for the administration of resident services, including applications, qualifications, selections, admissions, certifications, relocations, occupancies, terminations, evictions, successions and community services for residents.
- 15) Secures the annual audit, reviews all audits and HUD reviews. Resolves all findings.
- 16) Attends all BOC meetings to act as advisor in their developing and adopting policies, budgets, grant applications and contracts.
- 17) Attending other meetings as required or determined necessary by the BOC.
- 18) Prepares all surveys, reports, applications, reports, contracts, and legal instruments of the authority.
- 19) Maintains proper reserve balances and authorizes all financial documents such as purchase orders, payment authorizations, payrolls, financial reports.
- 20) Maintains confidentiality of all files and accounts of the authority.

**Qualifications:**

Bachelor's degree in public/business/social service administration or related field. Five (5) years of managerial **work** experience in Housing with at least three (3) years' experience in the administration of housing policy; two (2) years supervisory and management experience; or any combination of academic education, professional training or work experience which demonstrates the ability to perform the duties of the position. Experience in HUD housing programs desirable.

**Required Knowledge, Abilities, Skills and Certifications:**

- **Communication Skills:** Ability to read, analyze, and interpret general business correspondence, technical procedures, governmental regulations, financial and legal documents. Ability to write reports, business correspondence, procedure manuals and grant applications. Ability to effectively present complex information and respond to questions from board members, groups of managers, clients, customers, and the public.
- **Leadership Skills:** Ability to envision a successful KHA future, to cooperatively develop 5-year and 1-year plans, to develop support, to bring out the best in people, to empower and energize staff, to lead by example, to develop respect, to self-motivate.
- **Financial Skills:** Experience with and/or knowledge of accounting principles, practices, or accounting software. Experience in creating and managing budgets. An understanding of standard business practices.
- **Computer Skills:** Intermediate level working knowledge of current operating systems, computer spreadsheets, word processing and E-mail programs.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions, regulations, laws, policies and procedures furnished in written, oral, diagram, or schedule form.
- **Experience with and/or Knowledge of Native American Communities and Tribal Government Structure.** Ability or experience in working with diverse groups of individuals, especially those at low and very low-income levels. Ability to deal effectively with the public and other agencies and to communicate to the Tribal community the aim and purpose of the program.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work requires travel to various sites. Projects may demand the Abalone Aquaculture Technician to work under stress, to meet short deadlines, or cope with changing priorities and multiple projects and tasks that are varied in nature. While performing the duties of the Abalone Aquaculture Technician, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Equal Opportunity Employer:**

The Stewarts Point Rancheria is an Equal Opportunity Employer (EOE). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions pursuant to applicable Tribal and federal law.

**Indian Preference:**

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. [If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period]

**Application Requirements:**

Applicant must submit ALL the following:

- A current Kashia Housing Authority job application
- Resume of applicable experience
- Three (3) professional references (people you have worked with or for in the past 3 years)
- One-page cover letter outlining your interest in and stating qualifications for the position.
- Proof of enrollment in a federally recognized tribe if you wish to claim Native American Preference

For more information, please contact Mary Smith, Human Resources Generalist, (707) 591-0580 ext. 131, [mary@stewartspoint.org](mailto:mary@stewartspoint.org)

Applications may be found/picked up at:

[www.stewartspoint.org](http://www.stewartspoint.org)  
Kashia Pomo Indians of the Stewarts Point Rancheria  
1420 Guerneville Road, Suite 1  
Santa Rosa, CA 95403