



JOB DESCRIPTION

Job Title:	Housing Executive Director	Department:	Aha Macav Housing Entity
Reports To:	Board of Commissioners	Employment Status:	Full-Time
Exemption Status:	Exempt	Classification:	Sensitive
Supervisory Status:	Yes	Salary Minimum:	DOE
Driving Classification:	Valid Driver's License		

Summary:

The Housing Executive Director supervises all activities of the Housing Entity and is responsible to the Board of Commissioners and Tribal Council for the overall development, management and maintenance of the Entity's housing units and housing programs, including new construction, renovation/remodeling projects, unit maintenance, reporting requirements and meeting deadlines. Oversee the operational and management such as tenant counseling services, eviction procedures and procurement requirements are met.

Essential Duties and Responsibilities:

- Responsible for the administration of all aspects of the Housing Program in accordance with HUD requirements and the Aha Macav Housing Entity's operating policies.
- Supervises and manages assigned staff and programs, ensuring all program objectives are achieved.
- Administers all housing policies, obtains Tribal Council/Board of Commissioners approval (when required), on the development of new policies and procedures. Provides direction to staff on all officially adopted housing policies. Trains staff on the content of the operating policies and procedures to ensure consistent interpretation is applied in all situations. Maintains a current library of pertinent regulations, handbooks, notices and operating policies.
- Prepares reports for the Entity on the general operation of the Entity and make recommendations as to the development and operation of its program. Submits monthly, quarterly and annual reports to the Tribal Council/Board of Commissioners, both oral and written on all pertinent activities of the housing entity, grants status, budgets and general housing issues and/or concerns. Submits written reports to funding agencies as required.
- Ensures compliance with HUD requirements and regulations such as: submitting the Indian Housing Plan, Annual Performance Reports, Expenditure Reports and Statistical Reports as well as meeting any and all deadlines.
- Must possess the skills necessary to communicate effectively with residences and representatives of other governmental agencies. Represents the housing entity in meetings with local, state and federal government officials as necessary, for the development, modernization and management of housing.
- Responsible for the management of the maintenance department to ensure that all AMHE low-income rentals are maintained in a decent, safe and sanitary condition, and the overall cleanliness of all common areas.
- Responsible for the management of the construction department to ensure that development projects are completed in a timely manner and within the budgeted amount, and environmental issues are maintained.
- Ensures that all actions and decisions maintain the integrity and financial stability of the housing programs in order to meet the housing needs of the community. Must exercise sound judgment, tact and professionalism.

- Evaluates and reviews the performance of assigned personnel. Responsible for the hiring, counseling and any disciplinary problems that may arise in accordance with the Tribes personnel policies and procedures.
- Oversees the collection of rents and monthly payments according to the Entity's policies.
- Supervises the eviction process by working with the Entity's legal counsel to collect payments or obtain eviction.
- Develops, administers and effectively manages department budgets and commissions the annual audit of the Entity. Prepares the annual operating budgets in a timely manner to ensure continuous funding and submits revised operating budgets as needed, to address unanticipated expenses. Submits required reports to funding sources within the prescribed timeframes.
- Monitors expenditures and revenues to ensure that controlled budget categories are not exceeded and make adjustments as necessary, to avoid budget overruns.
- Reviews all invoice billing, vouchers and requests for payment from contractors, suppliers, vendors and staff and allocates them to the appropriate Entity account. Ensures all expenditures are properly documented in accordance with funding agency requirements.
- Oversees the procurement and contracting functions of the housing entity adhering to the principles of Indian preference and open competition in compliance with HUD regulations and the procurement policy. Monitors all contracts to ensure the proper and timely delivery of the goods or services. Pursues remedies of deficiencies and/or invokes the penalty clause.
- Obtains the services of an auditor and ensures the timely completion of audit requirement within HUD established timeframes.
- Drafts revisions to the operating policies for approval by the Tribal Council/Board of Commissioners as may be required by changes in the program requirements.
- Coordinates the completion of annual maintenance inspections of all Low Rent and Homebuyer units according to the entity's policy. Oversees maintenance staff repair, rehabilitation, and modernization work to be completed upon vacancy of any housing unit.
- Performs special tasks as may be assigned by the Tribal Council/Board of Commissioners.
- Must be able to maintain a great relationship with HUD's Grants Management and Grants Evaluation Specialists.

Qualifications:

- **Required:** Ability to prepare and present oral and written reports, speeches and articles.
- **Required:** Must have previous supervisory and management experience with a comparable business or service organization.
- **Required:** Ability to read, analyze and interpret complex financial and statistical information.
- **Required:** Must pass a thorough background check and drug screening.

Education/Experience:

- **Required:** High School Diploma or GED.
- **Required:** Bachelor's degree or Higher in Business, Accounting, or Planning or a discipline related to economic development and 5 years of housing management experience or a combination of education and experience which demonstrates the ability to perform the duties of this position.

Language Ability:

- Proficient in English, with the ability to communicate effectively with management and residents.

Reasoning Ability:

- **Leadership and Oversight:** The Housing Executive Director is responsible for the overall management of housing programs, staff supervision, policy administration, and ensuring compliance with HUD regulations. This requires strong leadership and decision-making skills.
- **Financial Management and Compliance:** The role involves budget management, financial oversight, and ensuring financial stability. Additionally, the director is responsible for submitting reports, monitoring expenditures, and ensuring audits are completed on time.
- **Community and Stakeholder Engagement:** The Director represents the housing entity in meetings with tribal, local, state, and federal agencies, maintains effective communication with residents, and ensures that housing needs are met. Strong interpersonal and communication skills are essential.

Computer Skills:

- **Required:** Proficient skills in Microsoft Word, Excel, Publisher, Power Point, financing, marketing and investments.

Requirements:

- **Required:** Valid driver's license and be insurable under the FMIT insurance plan.

Knowledge, Skills, and Abilities: (Review and change for job)

- Leadership and management
- Financial planning and budgeting
- Policy development and implementation
- Staff supervision and evaluation
- Compliance with HUD regulations
- Effective oral and written communication
- Report preparation and presentation
- Conflict resolution and decision-making
- Contract negotiation and procurement management
- Community and stakeholder engagement
- Problem-solving and analytical thinking
- Time management and organizational skills
- Knowledge of housing development and maintenance
- Understanding of tribal governance and policies

Physical Demands and Work Environment

- Normal vision requirements, i.e., close vision, distance vision. The employee is frequently required to sit or stand for long periods of time and walk distances as well as stoop, bend, kneel and crouch. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Additional Information:

The above statements describe the general nature and level of work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. The Fort Mojave Indian Tribe reserves the right to amend and adjust responsibilities to meet organizational and business needs.

Employee must pass a pre-employment drug test and maintain a drug/alcohol free work environment. Employee may be required to travel to various departments, entities and locations within the Tribal Reservation and may be required to travel to various trainings, as necessary.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.

Employee Acknowledgment:

I acknowledge that I have received, read, and understand this job description. I understand that this document provides a general overview of my responsibilities and that my duties may be modified as necessary to meet the needs of the organization.

Employee Name (Print): _____

Employee Signature: _____

Date: _____