



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Housing Director
Department:	Housing Department
Employment Status:	Regular, Exempt
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager

GENERAL DESCRIPTION:

The Housing Director is responsible providing quality tribal housing programs and services to Native Americans residing within the Delaware Tribe's service area.

QUALIFICATIONS:

Bachelor of Science or Associates Degree in applicable field.

Or at least four years' experience with verifiable Certifications in Housing Industry.

At least one year supervisory experience.

Knowledge and Experience managing housing programs regulated by NAHASDA and HUD.

Complete annual Indian Housing Plan (IHP) and Annual Performance Review (APR) within established deadlines as required by HUD.

Familiarity with Budgets, Grants Compliance, regulations and Native American Law.

Requires high level of knowledge of industry standard building codes.

Requires a high level of communication and team work skills with in the Office environment and field operations.

Requires a high level of problem solving skills and decision making.

Requires ability to use Microsoft Office programs with proficient EXCEL usage.

Must have own transportation and satisfactory driving record- may be required to drive a tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES;

Oversee and coordinate all services and activities with in the Housing Department's Scope of operations.

Monitor program compliance with laws, rules, regulations and requirements of the DTHP, Housing and Urban Development (HUD), and the funding source.

Prepare revisions and updates of the Delaware Tribe's Housing Policy as needed, to present to the Tribal Council for approval.

Maintain records in compliance with HUD and other audit requirements.

Possess knowledge of city, county and state health, social, and economic services and resources available to DTHP senior, disabled, youth, and family residents and compliance with ADA.

Effectively communicate the goals, objectives, and success of the DTHP programs to the community.

Manage service contracts including reviews of reports, approval of invoices, modifications to contracts, contract closeouts, and correspondence with contractors as necessary.

Work with the Delaware Tribal Accounting department to monitor spending and contract closeouts

Monitor program budgets together with Accounting, Tribal Operations Manager, Tribal Council, Chief, and appropriate staff.

Supervise and guide staff using management practices that develop and retain highly competent and productive employees.

Create and maintain department policies and procedures; as well as monitor their effectiveness.

Other duties as assigned by the Tribal Operations Manager.