

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

TITLE: HOUSING DIRECTOR

REPORTS TO: DEPUTY DIRECTOR

DEPARTMENT: HOUSING

SALARY GRADE: 50,000.00 + D.O.E.

CLASSIFICATION: EXEMPT

OPENING DATE:

CLOSING DATE:

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 Deputy 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.

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.

Revised: 08/06

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- Collaborate in conjunction with other staff in Economic Development Planning and Projects.

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, operate 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.

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Revised: 08/06

**NATIVE VILLAGE OF Kotzebue
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TITLE: Housing Manager

REPORTS TO: Deputy Director

DEPARTMENT: Housing

SALARY GRADE: 12

CLASSIFICATION: EXEMPT

OPENING DATE: OPEN UNTIL FILLED

CLOSING DATE: (UNTIL FILLED)

JOB SUMMARY:

Under the general supervision of the Deputy Director, the Housing Manager manages and administers the Housing Department including the NAHASDA Indian Housing Block Grant Program, the Bureau of Indian Affairs Housing Improvement Program (HIP), and other related housing grant and loan programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides administration of the day-to-day functions of the Housing Department including financial reporting and accounting functions.
2. Serves as the first line of contact with tribal members seeking information about and participation in NVOK housing programs.
3. Processes applications, performs reviews and verifications and determines eligibility of applicants for tribal programs based on Housing Department guidelines.
4. Receives and responds to all correspondence related to housing matters and House Department activities.
5. Maintains files and records according to grant requirements including records of past activities, as well as plans for current and future activities.
6. Provides reports to the Deputy Director, Executive Director and as directed to the Housing Committee of the Tribal Council on Housing Department matters.
7. Prepares grant applications and provides reports to grant agencies as required for administration of the grants.
8. Works closely with the Housing Project Manager and other housing Department staff to maintain a positive and productive work environment.
9. Other duties may be assigned.

QUALIFICATIONS:

1. High School Diploma/GED equivalent plus five (5) years full time work experience in an office setting working as a supervisor or team leader preferably in the field of grants administration or a construction-related
2. Computer literacy required with good keyboarding skills.

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3. Ability to meet deadlines and work with little or no direct supervision or oversight.
4. Ability to organize files, paperwork as well as program and project information.
5. Must be able to work with a variety of tribal members and create a positive and productive office environment focused on addressing the housing needs of NVOK tribal members.
6. Must hold a current Alaska operators license.
7. Enrolled member of the Native Village of Kotzebue preferred but not a criteria for employment.

Linda Joule, Executive Director

Date

Gia Hanna, Deputy Director

Date

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