



Cow Creek Government Office

Position Description

Position Title: Housing Director

Department: Programs

Reports To: Operations Officer

FLSA Designation: Exempt

Date Written/Revised: 10/13/09

POSITION PURPOSE:

The Housing Director has the responsibility to design, develop, and maintain new and existing housing inventory for the overall needs of the Tribal Community. The Director administers the Housing Program according to Tribal guidelines, makes recommendations to the Board accordingly, and must demonstrate full comprehension of NAHASDA, IHBG and CDBG Grant Management. Additional duties may include Property Management of Tribal related assets.

ESSENTIAL FUNCTIONS:

- Complete and submit Indian Housing Plans for IHBG, which includes performance reports.
- Creating programs such as home buyer down payment assistance, rental assistance for off Tribal property needs and home owners repair assistance using IHBG funding.
- Coordinate, monitor and maintain low income housing program which includes; planning, construction, agency reporting and development of low income housing guidelines/ policies and procedures for applicant eligibility with a priority list based on need for placement.
- Assists eligible applicants in obtaining down payment assistance which includes coordination with realtors, financial institutions, and title companies.
- Determines eligibility status for all applicants in all relevant housing programs.
- Budget monitoring/ reporting of all relevant programs monthly, quarterly and annually.
- Works both in an office environment and in the field as required and must be willing and have the capability to travel to various conferences and workshops.
- Plans, organize and develops public meetings to communicate the development of housing programs within the Tribal community
- Develops programs to provide financial assistance to eligible Tribal Members with housing issues or other issues that may assist the Member in obtaining permanent housing
- Provide program services for Tribal Members including household budgeting and preparation and implementation of routine housing maintenance

QUALIFICATIONS:

Bachelor's Degree in Public or Business Administration

Minimum 3 years' experience in Housing field

Strong working knowledge of OMB Circulars, HUD and TDHE programs and Indirect Cost principles

Analytical skills, Critical skills

Ability to manage government grants and contracts

Ability to negotiate and manage vendor and construction contracts

Understanding of relevant legislation, policies and procedures

Strategic and logistical planning skills
 Effective written and oral communications and math skills
 Time management skills
 Ability to display and enforce professional standards of conduct

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?)
 Continuous, carpet

2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?)
 Occasional, carpet

3. **WALKING** – (Percent of time or hours per day? Surface? Distance?)
 Occasional, carpet, pavement

4. **POSITIONS** – (Can worker change positions frequently? Occasionally?)
 Occasionally

5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?)
 Occasionally, boxes, short distance

6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?)
 Occasional

7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)
 Intermittent

8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?)
 Occasional

9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?)
 Intermittent

10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?)
 Intermittent

11. **CRAWLING** – (Surface? Frequency? Distance?)
 Occasional

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<u>X</u>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
—	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
—	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
—	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
—	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently