

JOB OPENING ANNOUNCEMENT

Job Title: Executive Director Tribal Housing

Report To: Chairman

Department: Tribal Housing

Job Vacancy: YAN-22-028

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 05/31/2022

Closing Date: 06/17/2022

POSITION DESCRIPTION:

The Executive Director is responsible for the overall management of all of the housing programs for the Yavapai-Apache Nation, including new construction, remodeling and maintenance and fiscal/counseling services.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Public Administration, or Management from an accredited university.
- Minimum five years varied business backgrounds prefer at least three years experience with tribal housing issues.
- Must have experience of the Low Income Housing Tax Credit program (LIHTC).
- Ability to read, analyze and interpret moderately complex data.
- Prior supervisory experience preferred.
- Ability to write speeches, articles and decisions using original or innovative techniques.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required certifications/license and update knowledge and skills.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Manages assigned staff and programs in the best interest of the Nation.
- Develops and administers all housing policy, obtains Tribal council approval and updates policies as needed; provides direction to staff of all officially adopted housing policies.
- Submits monthly, quarterly and annual reports, both oral and written, to Tribal Council, state, and federal agencies, on the status of housing issues, grants, budgets, etc.
- Ensures compliance with NAHASDA requirements and regulations such as: submitting the Indian Housing Plan and the Annual Performance Reports.
- Ensures compliance with BIA 638 Grant-Housing Improvement Program requirements and regulations.

- Participate and assist the HIP selection committee in meetings to prioritize all HIP applications received and prepare a prioritize list for home renovations.
- Works closely with Indian Health Service on infrastructure issues of new and rehab homes.
- Responsible for the management of the financial activities of the housing programs in order to meet the needs of the community.
- Responsible for the management of the counseling services of the housing program to ensure that customer's needs are met and counseling is being provided.
- Responsible for the management of the maintenance department to ensure that all tribal homes are maintained in a decent, safe, and sanitary condition.
- 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.
- Responsible for hiring, counseling and disciplinary problems that may arise.
- Represents the Nation on housing issues in meetings with local, state, and federal government officials as necessary.
- Develops, administers and effectively manages department budgets.
- Analyzes the short and long term needs of the Nation and develops strategic plans to meet those needs through the Indian Housing Plan.
- Ensures that applications for funding are completed on time and submitted to the appropriate organization. Searches for and identifies alternative funding sources.
- Provides advice to the Tribal Council on housing issues.
- Monitors expenditures and revenues to ensure that budget forecasts are met.
- Oversees the procurement and contracting functions of the Housing Department adhering to the principles of Indian preference and open competition.
- Evaluates and reviews the performance of assigned personnel.
- Supports and interfaces with other employees and Tribal members.
- Conducts, attends, and interacts in meetings with the Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and attends meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Must have a high adaptability and exercise sound judgment, tact and professional attitude.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various Nation work groups.
- Accomplishes other job-related duties as assigned by the supervisor or delegate.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

