

Job Title: Assistant Tribal Administrator/Housing Director for the Haliwa-Saponi Indian Tribe

Responsible to: Tribal Administrator

Job Type: Full-time/Exempt, M-F 8:00 a.m. to 5:00 p.m.

Salary Range: \$45,000 - \$50,000

Location: Hollister, NC

Travel Requirements: Moderate inside and outside service area

Assistant Administrator Duties:

- * Assist with recruitment of Tribal Staff and the professional development of current staff and overseeing the performance evaluations of staff with need for recommendation changes.
- * Serve as the liaison between staff and the Administrator and liaison between Tribal Membership and Administration.
- * Visit Tribal property sites and job sites on a regular basis.
- * Select employees for special projects to ensure staff is providing adequate services to Tribal Membership.
- * Approve staff leave to ensure sufficient coverage for daily activities and special events.

Housing Director Duties:

Responsible for the overall efforts of the Haliwa-Saponi Indian Tribe to bring about decent, safe, affordable housing and community development activities and opportunities. The Housing Director supervises staff, interacts with officials in the private and public sector in order to bring about housing to the area. In addition, the Housing Director submits reports to Tribal Officials and funding agencies related to housing.

General Responsibilities:

- * NAHASDA compliance and Indian Housing Plan development, Housing Commission coordination, tenant services (financial counseling, home sales, tenant relations, renovation and new construction planning, animal control efforts, and weatherization programs).
- * Coordinating facilities management, service contracts and managing maintenance, repairs of facilities, and janitorial services.
- * Administrative management of departmental budgets, departmental purchasing.
- * Oversees management of Tribal real estate assets and land acquisition.
- * Water and waste water system and facilities management, including supervision of staff and oversight of contracted technical operator contract.
- * Management of a variety of Tribal rehabilitation, remodel and new construction projects, including buildings, roads, parking lots, etc.
- * Serve as the key point of contact for Chief and Council and federal agencies in the coordination, preparation and monitoring of the Indian Housing Plan and Annual Performance Report.
- * Supervise the performance and completion of environmental reviews for all projects funded by Indian Housing Block Grant funds.
- * Obtain site control for new projects and manage site control issues on housing projects.
- * Work with and facilitate Tribal approvals related to project budgets.
- * Research and monitor potential funding sources for future projects.
- * Coordinate and facilitate planning meetings and troubleshoot a wide range of problems and concerns that may arise.
- * Attend meetings, conferences and events as designated by the Tribal Administrator.
- * Provide supervision, discipline, training and support to planning department staff.
- * Participate in extensive HUD and NAHASDA training activities/events.
- * Keep current of changes in NAHASDA and IHS statutes and regulations that may require changes.
- * Maintain planning department records.
- * Provide program presentations.

- *Prepare written notices, compiles, collects, and records information relating to clients.
- *Receive and process completed applications for each program and answers general applicant questions.
- *Administers housing-related activities through IHS.

Knowledge, Skills and Abilities:

- *Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- *Must have strong time management skills.
- *Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- *Proficiency with Microsoft Suite including Word, Outlook, Project, Excel and PowerPoint, electronic database management and related software. Create spreadsheets, maintain databases.
- *Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions and work under changing deadlines.
- *Ability to use tact, discretion, and courtesy in dealing with clients, the public, and others encountered in the course of the work.
- *Ability to follow instructions; responds to management direction and adapt to frequent changes, delays, and unexpected events.
- *Knowledge and understanding of HUD regulations and other state and federally related housing agent assessment, standards for quality services.
- *Knowledge of planning and research activities including titles, plats, deeds and other land issues.
- *Able to learn, interpret and apply complex housing and construction project regulations and procedures.
- *Able to learn and follow complex written policies, procedures and compliance guidelines.
- *Thorough knowledge of the region and socio-economic and cultural variables impacting the people and area therein. Knowledge of planning, developing and monitoring budgets.
- *Ability to travel extensively to areas and walk for long periods when conducting project visits.
- *Able to monitor trends and forecast activities needed regarding Indian Housing and effectively communicate this with executive leadership.
- *Ability to operate a vehicle to drive to and from job sites to conduct business functions and activities.

Qualifications:

- *3 years of experience working with Tribal governments, housing authorities, and/or Rural Communities preferred.
- *3 years of previous supervisory experience preferred.
- *BS or BA in Business Management or Administration or a similar field.
- *Any combination of experience and training that would provide the required knowledge and abilities is qualifying.
- *Qualified persons with Indian Preference are given priority for this position per U.S.C. Section 45, U.S. Supreme Court, (6/17/74).
- *Must have valid NC driver's license and car.
- *Must be bondable and pass Background Check Investigation

Benefits:

- *Paid Vacation
- *Sick Time
- *Paid Holiday
- *Health after 90-day Probation Period

Application Deadline: August 26, 2019

Submit Cover Letter and Resume to:

**Assistant Tribal Administrator/Housing Director Search Committee
Haliwa-Saponi Indian Tribe, 39021 HWY 561, PO Box 99, Hollister, NC 27844**