

JOB ANNOUNCEMENT UPPER SIOUX COMMUNITY



Position: Housing Director

Department: Housing Authority

Hours: Full Time, Monday - Friday, 8am-4pm

Salary: Negotiable, DOQ

Closing Date: Until Filled

POSITION SUMMARY

The Housing Director is responsible for administering the housing programs for the Upper Sioux Community as outlined in the Indian Housing Plan under the 1996 Native American Housing and Assistance and Self-Determination Act (NAHASDA), and MHFA Administrator for state programs and funds, for supervising program staff, and for providing direction, continuity, and structure to tribal housing efforts.

SUPERVISION Board of Trustees

EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Four Year College Degree and/or comparable Housing experience
- Experience in and understanding real estate loans, mortgages, interest rates, closing costs, and other related topics.
- Must have general overall financial knowledge
- Ability to work well with diverse populations
- Good writing skills
- Detail oriented
- Must possess the ability to analyze data, and to identify or arrive at alternative solutions to problems.

DUTIES and RESPONSIBILITIES

- Research, develop, implement, and manage all housing developments and projects.
- Compile, monitor, and adhere to required policies and guiding principles of the USC
- Develop and implement strategic community planning to allocate resources to accomplish development objectives (housing, infrastructure, etc.)
- Ensure timely submission of Indian Housing Plan, Annual Performance Report and state funding applications and related reports to ensure timely draws of funds for program activities.
- Manage projects of multiple tasks while assuring completion of essential details within specified time frames
- Ensure financial management with appropriate staff that complies with federal and state accounting standards
- Monitor construction in progress and completion, ensuring cost effectiveness and quality control



- Coordinate and assist with land trust homeownership sales
- Ensure project file compliance
- Maintain current housing development
- Work with the USC Housing Commission to meet the community's stated needs
- Prepare monthly written reports for the Board of Trustees
- Attend Upper Sioux Community Quarterly meetings and present oral and written reports for the Board of Trustees
- Assist in the preparation of all policies, procedures, and ordinances for the Housing Authority.
- Coordinate building/construction activities with construction manager D Maintain eligibility waiting list for housing.
- Assist community members in the completion of loan forms and provide guidance and technical assistance in all matters relating to housing. Develop and implement housing fairs, workshops, and seminars for community members.
- Serve as liaison between the Upper Sioux Community and state and federal governmental agencies, public and private lending agencies and all regulatory agencies in all matters relating to housing.
- Negotiate all necessary agreements with agencies and governmental bodies as required under NAHASDA
- Develop criteria for prioritizing housing applications, and once approved, implement these criteria in awarding homes.
- Oversee the collection of all rent/loan payments.
- Monitor all housing activities and enforce policies, rules and regulations
- Maintain records and files of all activities related to housing for the Upper Sioux Community.

ADDITIONAL REQUIREMENTS OF THE POSITION

- Must be able to be bonded, notary public service a definite asset
- Travel to conferences and education opportunities, must possess own vehicle, driver's license, and insurance
- Work evenings and weekends when necessary

ESSENTIAL SKILLS AND EXPERIENCE

- Strong personal and professional commitment to affordable housing for the USC
- Experience in housing development, management, creation, or construction
- Subject to mandatory drug testing

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Upper Sioux Board of Trustees reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

Native American Preference Applied

If interested, send Resume and Cover Letter to:

Upper Sioux Community

Attn: USC Housing Director or Board of Trustees

PO Box 147, Granite Falls, MN 56241 or administrator@uppersiouxcommunity-nsn.gov