

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Assistant Housing Director**

---

**EXEMPT: Yes**

**TARGET SALARY: \$21.29 to \$25.05**

**PROGRAM: Housing**

**REPORTS TO: Housing Director**

**JOB CODE: 1-OL T1**

**SHIFT: 8:00 to 5:00**

**LOCATION: Housing**

---

**SUMMARY:** Provide management, supervision, training, integration, and coordination of all Housing program activities to benefit the Makah Community by performing the following duties. This position is primarily responsible for managing the day-to-day operations of the Housing Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Oversee and provide guidance on day-to-day operations of the Makah Housing Program to include but not be limited to:

- Managed Housing/Residential Services such as:
  - Rental Programs
  - Mutual Help Home Buyer Programs
  - Rent to Own Programs (RTO)
  
- Affordable Housing Assistance Programs such as
  - Repair and rehabilitation services
  - Emergency Senior Assistance services
  - Down Payment Assistance
  - College Student Housing Assistance
  - Insurance Programs
  - Appliance Replacement services
  - Handicap Accessibility
  
- Weatherization Program
- BIA Housing Improvement Program
- Construction/Rehabilitation & Maintenance Program

Monitor and enforce compliance of housing policies and contracts including; eligibility determination, selections, admissions and occupancy, payment and collections, etc

Monitor and enforce compliance of tribal administrative policies and procedures

Monitor established budgets and authorizes expenditures and assigns appropriate account codes

Monitor and Review administrative practices and procedures and recommend more efficient methods

Monitor, plan and coordinate department/project work activities

Coordinate the implementation of Homebuyer Education and Home Maintenance Training

Responsible for facilitating Self-Monitoring requirements

Works with the Director to plan and develop Indian Housing Plans, Annual Performance Reports, Grants, and other reporting as necessary for future program and Housing development

Assist with the planning and development of annual budgets as well as project budgets

Assist with financial audit preparation

Implement cross-training of key functions within the Housing Department.

May be delegated certain managerial duties and responsibilities in the absence of the Director

Performs other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises up to 5 employees in the Housing Department. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A.) with major work in public or business administration or closely related field or five years related experience and/or training; or equivalent combination of education and experience.

Must have three years supervisory experience.

Must have experience or be willing to learn bookkeeping using Quickbooks and Lindsey housing management software.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, community members, and the public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal/GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an employment.

Must be bondable.

**OTHER SKILLS AND ABILITIES:**

Knowledge of state and federal guidelines for housing programs, and best practice techniques.

Knowledge of NEPA and H.U.D. laws, regulations and requirements relating to environmental assessments.

Knowledge of Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA).

Ability to provide mature judgment in evaluating specific situations and recommending solutions to management problems.

Ability to establish and maintain effective working relations with clients, peers, public and private agencies, tribal members and the general public.

Knowledge of word processing and spreadsheet computer application and budget development.

Ability to effectively present information and respond to questions from groups of managers, client's community members, and the general public.

Ability to write reports, plans, grants, proposals, program justifications, etc.

Ability to communicate professionally over the telephone and in person in a positive and clear manner.

Ability to utilize the maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and/or physically.

Ability to be flexible in order to perform at the highest level as a team player.

Ability to work independently with minimal supervision, and able to prioritize assignments.

Ability to maintain confidentiality within the program staff at the highest level.

Ability to work extended hours as needed.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move more than 100 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly in an office setting, occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Personnel Office  
P.O. Box 115, Bldg 150 Rm #7  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: mtcpersonnel@centurytel.net

**OPEN: August 12, 2008**  
**CLOSE: August 26, 2008**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.