

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Housing Director**

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<b>EXEMPT:</b> Yes	<b>JOB CODE:</b> 1-OL-T3
<b>TARGET SALARY:</b> \$30.74 to \$36.16/DOQ	<b>SHIFT:</b> 8:00 to 5:00
<b>PROGRAM:</b> Housing	<b>LOCATION:</b> Building 5
<b>REPORTS TO:</b> General Manager	

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**SUMMARY:** While the General Manager may assign the incumbent specific functional responsibilities, the primary role of an executive role is to facilitate tribal success. This assumes that the incumbent anticipate how actions will affect the tribe as a whole, subordinate the interests of assigned functional areas to that the tribe as a whole and fully cooperate with other tribal employees in the development strategies and plans to achieve the tribe's goals.

Responsible for the planning and administering, directing, supervising, and coordinating all phases of the Makah Housing programs, to include operations and maintenance, development, security, and all regulations related to the department. Assess the housing needs, develop a strategy, and solidify plans to meet the identified housing needs of the Makah reservation.

**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.

Accordingly, the primary accountabilities for a tribal executive are as follows.

- Provide service to tribal members
- Competently manage the assigned functional are or areas; develop, monitor, and maintain budgets for assigned functional areas
- Demonstrate leadership in responding to and carrying out Makah Tribal Council initiatives as delegated
- Work as a team member with other tribal employees and assisting them as needed in carrying out their goals
- Assure all assigned staff align with Makah Tribal Council decisions

**PRIMARY FUNCTIONAL ROLE**

Assess community needs, and develop and deliver effective housing services to tribal members consistent with tribal values and traditions.

Develop, recommend, implement and update a comprehensive housing plan that identifies community needs, establishes service delivery priorities, and defines funding opportunities and sources; develop and recommend effective long-term

and short-term strategies to address community such requirements, including programs, budgets and appropriate levels and roles of volunteer community involvement in the delivery of such services.

Assure the tribe maintains a housing program that identifies tribal housing requirements, defines and report progress to General Manager, Makah Tribal Council, and appropriate tribal committees.

Provide for effective affordable housing assistance program that identifies the needs of the Makah Tribal members within a framework consistent with tribal traditions and values; define current and projected tribal needs; assess needs and funding availability; recommend service priorities; establish and maintain an effective.

Provide for the effective administration of the policies and procedures, and operations; develop and recommend realistic budgets; conduct operations within operating and capital budgets; recommend acquisition and disposition of equipment and buildings.

Maintain adequate staff resources in order to accomplish assigned accountabilities; hire employees in accordance with Tribal Personnel Policies and Procedures; assure subordinate management and staff are adequately training in order to accomplish assigned functions; establish performance standards and measurements; monitor an assess staff performance; recommend and/or take corrective action as appropriate.

A thorough understanding of Native American Housing Assistance and Self Determination (NAHASDA) including the difference between HUD Indian Housing and NAHASDA.

Responsible for the development of the Indian Housing Plan and Annual Performance Report.

Responsible for grant writing and management including SF425's and other financial reporting requirements. A specific consultant may do this work.

Responsible for the development of Tribal Budgets

Responsible to ensure that all NAHASDA, Low-Income Housing Tax Credit and Tribal units are insured.

Responsible to develop a Capital Needs Assessment including Preventative Maintenance schedule. A subject specific consultant may do this work.

Responsible to ensure that Self-Monitoring is conducted annually. A subject specific consultant may complete this work.

Responsible for the financing of projects including identifying potential funders and the development of relationships with funders.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises up to 15 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.

**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:**

Must have a thorough understanding of Native American Housing Assistance and Self Determination (NAHASDA) including the difference between HUD Indian Housing and NAHASDA.

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

Knowledge of NEPA laws and requirements relating to environmental assessments.

Knowledge of Native American Housing 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 function and operations of the activity services and higher management directives.

Knowledge of Microsoft Office, Word, Excel, and PowerPoint

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

Ability to writing 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 in 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.

Moderate understanding of SAGE (MIP), accounting and financial reports such as:

**Trial Balance**

- Revenue/Expense Reports
- Budget Reports
- General Ledger management including
- Clearing Accounts
- Prepaids
- Journal Entries

Knowledge of Low-Income Housing Tax Credits desired.

Knowledge of Housing Data Systems.

Knowledge of HUD Environmental and NEPA laws and requirements relating to environmental assessments.

Knowledge of HUD Labor Relations requirements.

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; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

**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

Human Resources

P.O. Box 115

**71 Makah Bay Drive**

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

**OPEN: January 28, 2020**

**CLOSE: February 26, 2020**

**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.