



Housing Director

Department: Housing	Reports To: Executive Director	Status: Full-Time
Location: Nome, Alaska	FLSA: Exempt	Pay Range: D.O.E.

Purpose of Position

Under general supervision, this position is responsible for managing the Nome Eskimo Community (NEC) Housing Program, the Tribally Designated Housing Entity for the NEC tribe, including planning, implementation, and administration including coordination of all activities identified in the Native American Housing Assistance and Self Determination Act (NAHASDA) Block Grant Annual Indian Housing Plan (IHP) ensuring that the goals and objectives of the program are achieved.

All employees of NEC are expected to uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

- **Program and grant management:** Directs the management of NEC housing programs such as rental assistance, energy efficiency and other programs implemented by NEC including plan, direct, and coordinate activities of the IHP. Acts as Contract Officer for all contracts. Puts specific efforts into learning about national housing issues as they effect the Tribe; develops tribal specific strategies to ensure readiness for change; seek grant opportunities to expand NEC’s housing program and meet the need of our tribal membership.
- **Leadership:** Provide supervision and direction to department staff. Organize workflow and ensure employees understand their duties and delegated tasks. Monitor employee productivity and provide constructive feedback and coaching as needed. Represent NEC at appropriate meetings of agencies and organizations related to housing assistance, programs, and services.
- **Budgeting and fiscal management:** Prepares annual housing budget and maintains expenditures within budget limits. Initiates new and innovative methods for project and program financing. Coordinates the procurement of contractors and others, as necessary while meeting NEC’s accounting standards. Conducts research, and coordinates the development of bid and construction documents, materials lists and cost projections. Evaluates bids and proposals, and provides recommendations for selection. Assist with the finalization and implementation of contracts. Will also authorize expenditures and monitor expenses while adhering to accounting and administrative policies.
- **Planning and grant writing:** Coordinate Housing planning efforts with both the Executive Director and NEC Tribal Council. Regularly monitor the progress and compliance of current programs, grants and contracts by establishing and using guidelines to appraise the achievement of objectives on a quarterly basis. Plans and institutes new housing programs as directed by the Tribal Council. Provides and/or oversees grant writing for development projects, capacity building, special needs, elderly care facilities, etc. Prepares housing documents for, and presents housing issues to Tribal Council.
- **Reporting:** Develop, administer, monitor, and submit required reports to the appropriate funding agencies such as the IHP and APR report to HUD to keep NEC in compliance with applicable rules and

regulations. Report any deficiencies to the Executive Director while taking precautions to prevent any injuries to staff, customers or facility.

- **Other:** Other duties as assigned

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of NEC programs and services
- Knowledge of management principles and practices
- Knowledge of housing development and construction
- Knowledge of State and local building codes, including electrical and plumbing knowledge is desired as well as knowledge of Northern Alaska construction methods, safety regulations, and practices
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in budget preparation and fiscal management
- Ability to manage multiple priorities
- Ability to plan, organize, communicate, and supervise the work of staff, and to complete a work program of considerable variety
- The ability to obtain a working knowledge of the U.S. Department of Housing and Urban Development (HUD) Indian Housing Program, to assure that authority activities are in compliance and a thorough understanding of federal program regulations, including budgeting procedures
- Ability to comply with all applicable Federal or Tribal statutes, regulations or ordinances.

Minimum Qualifications

- **Education:** A bachelor's degree from an accredited four-year college or university in business development, community planning, and development or related field is required. At least 4 years of direct and progressively responsible professional work experience is required. Year for year applicable work experience can be substituted for the degree requirement.
- **Experience:** Must have at least 4 years comparable work experience, 2 years supervisory experience or demonstrated proficiency at NEC.

Additional Requirements or Credentials:

- Must have a valid Alaska Driver's License

Physical Requirements and Working Conditions:

- Work is mainly conducted in a standard office environment. Inspection and oversight of project work locations is also required.

- May be required to work outside the traditional work schedule occasionally
- Limited Travel is required
- View electronic monitors for prolonged periods of time
- Lift or carry unaided between 25 and 50 pounds

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.