



TAMAYA HOUSING INCORPORATED

EXECUTIVE DIRECTOR

Summary of Duties:

The Tamaya Housing Inc (THI) Executive Director is the Chief Administrator of THI. The Executive Director, together with other personnel employed by THI, is responsible for carrying out THI housing programs. The Executive Director will have the authority to hire personnel, plan and manage THI operations, implement THI program policies, and promote and provide quality and affordable housing for the betterment of the community of the Pueblo of Santa Ana. The Executive Director will be responsible for drafting and revising when necessary policies and procedures as required by the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) and tribal laws, for adoption by the THI Board of Directors. The Executive Director must conduct himself/herself in an ethical and professional manner at all times.

Duties and Responsibilities:

1. Responsible for planning, organizing, and carrying out the housing operations and management of the THI in an efficient manner.
2. Assure that all applicable tribal laws and federal laws, including NAHASDA requirements and its implementing regulations at 24 CFR Part 1000, are followed.
3. Represent the THI in all matters involving contracts and acts as the contracting officer of development for new construction or rehabilitation/modernization projects. Prepare operational budgets and manage operations within approved budgets. Prepare and solicits bids for procurement of contracts, services, equipment, audits, etc.
4. Review disbursement of funds and request draw downs from the U.S. Department of HUD, utilizing LOCCS.
5. Assist the Tribe in conjunction with the Board of Directors to develop Indian Housing plans and submitting one-year plans with updated changes as may be necessary, to HUD. Work cooperatively with tribal officials to integrate THI's programs within the Pueblo.
6. Inform the THI Board of Directors of THI's management and operations at regular scheduled Board of Director meetings.
7. Conduct periodic monitoring of operational and financial management processes with the Board of Directors to assess compliance with the requirements of NAHASDA. Maintain financial records for the purpose of submitting financial reports to HUD in a timely manner.
8. Responsible for submitting the Performance Reports for each fiscal year to HUD in a timely manner. Meet with the Board of Directors to assess accomplishments with the goals identified in the Indian Housing plans prior to submissions.
9. Assure that timely audits are conducted to determine whether the THI has carried out eligible activities in a timely manner and have the continuing capacity to carry out eligible activities in compliance with the Indian Housing Plans of the Pueblo of Santa Ana.
10. Conduct meetings with Tribal officials, local residents and other organizations/agencies to provide information on the THI's activities/plans and to solicit community input and support.
11. Attend tribal council meetings when necessary or as requested. Represent the THI in all matters related to housing at local, state and federal meetings.
12. Responsible for the planning and implementation of mortgage loan programs. Responsible for reviewing and obtaining additional funds, including but not limited to Title VI funding, to leverage to build affordable homes.
13. Perform other duties as assigned.

Education and Qualifications:

Minimum qualifications include a bachelor's degree in business/public administration, or equivalent experience, and possess effective written and verbal communication skills. Four years of supervisory experience in supervising employees is required and knowledgeable in personnel policies and procedures. Two to three years experience related to the operation or management of a housing program and /or experience in the construction/building field. Knowledge of computer software including Microsoft Office (i.e. Word, Excel, Outlook, etc.) Must be bondable and possess a valid New Mexico driver's license and be insurable through the THI's insurance carrier. Budgeting, contract and grant administration experience highly desirable. Must be familiar with employment tax laws and reporting procedures and knowledgeable of federal regulations and guidelines.

This position may be considered part-time at the discretion of the THI Board of Directors.