



## MESCALERO APACHE TRIBE Job Announcement

**Position Title:** Housing Executive Director  
**Department:** Housing **Employment Status:** Exempt  
**Salary:** E6 (Salary Range \$72,409 to \$108,613)  
**Opening date:** January 13, 2020 **30 days or open until filled**

### Job Summary

Accomplishes the Housing Department strategic objectives by planning organizing, and supervising all functions required to operate and maintain program activities. Ensures safe and sanitary living conditions for tribal members.

*These positions descriptions may not include all of the listed duties, or do all of the listed examples include all tasks, which may be found or assigned to this position.*

### Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees, planning delegating, monitoring, and appraising job task and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and grants.
- Seeks grants and funding for the program; manages all contractual agreements between federal, state, and local agencies.
- Oversees renovation projects, new construction projects and Facilities Maintenance programs.
- Maintains positive relations with community members and agencies by administering the community relations programs.
- Assists tribal members in accessing services of the housing department.
- Communicates with local, state, regional, and outside agencies and associations; acts as a representative of the tribe.
- Organizes, prepares and participates in Board of Director meetings.
- Represents Housing in all matters involving contracts, which includes contracts with federal or local agencies and contractors on all administrative matters and contract work.
- Confers with HUD in connection with fiscal and occupancy audits, engineering services, management reviews, and other activities of HUD conducted at the local level.
- Reviews operations to determine impact and effectiveness, provides recommendations for expansion, and /or improvements in services.
- Contributes to program effectiveness by: identifying short-term and long-term and goals that must be addressed; providing information and commentary pertinent to deliberation; recommending options and courses of actions; and implementing directives.

- Leads the Housing Department's procurement and disposition activities; prepares bid offerings as appropriate; opens and analyzes bids and recommends acceptance.
- Acts as the principal contact with the Housing and Urban Development (HUD) for administering the terms of Housing Programs, implementing policies and procedures as required by HUD and adopted by the Housing Department.
- Reviews and interprets government codes and develops procedures to meet code to ensure facilities safety, security and maintenance.
- Reviews and evaluates new and current programs to determine their efficiency, effectiveness, and compliance with tribal, state, local and federal regulation and recommends any necessary modifications.
- Ensures up to date and accurate files and reports.
- Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in Business Administration, Construction Management or related field.
- Five years' experience with housing and building management programs. One year in a manager or supervisory capacity.
- Bilingual English/Apache preferred.
- Certified HUD Housing Manager preferred.
- Must be 18 years of age or older.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- *Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, tribal, county, and local laws, housing regulations, and requirements.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of social economic problems related to housing, health, and education of low-income groups.
- Knowledge of HUD and related federal housing programs and grants; housing management principles, and practices.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in planning and organizing projects.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

**Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in office setting, housing unit and outdoors with moderate noise level. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.

***Signatures:***

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***Employee Signature***

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***Date:***

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***Supervisor Signature***

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***Date:***