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|  | **SAN CARLOS HOUSING AUTHORITY**  **P.O. Box 740**  **Peridot, Arizona 85542** |
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**JOB ANNOUNCEMENT**

POSITION TITLE: Executive Director JOB ANNOUNCEMENT: #291

OPENING DATE: February 12, 2021 SALARY: DOE

CLOSING DATE: March 15, 2021 LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or

can be mailed or emailed upon request.

**Applications are due in the Peridot Office at 4:30 p.m. on the closing date no exceptions.**

**Nature of Position:**

The Executive Director is the top executive leadership position at SCHA, and with Board consultation, is responsible for all strategic decisions. The ED works closely with the Board of Commissioners in the development of a strategic vision and serves as and advisor to the Board of Commissioners on matters of organizational policy, as well as development and implementation of operational policy.

The ED directs a diverse housing staff that is responsible for the maintenance and management of over 300 affordable housing units as well as the planning and development of new unites to meet the NC waiting list. This includes ultimate accountability for financial operations, education and training of staff and management of housing inventory and other operations consistent with the Indian Housing Plan

**DUTIES AND RESPONSIBILITIES:**

Strategy

* Defines and implements strategies to fulfill the organization’s mission.
* Builds the management team through motivation and supervision.
* Develops the preparation of reviews, approves and administers the Housing
* Authority Budget.
* Directs housing activities and explores new services and housing opportunities.
* Reviews and approves requests for Federal Funding of programs and approves documentation prior to submission to Federal agencies.
* Administers the allocation and expenditure of Federal Funds for Housing Authority programs and projects.
* Defines key partnerships needed to develop new programs and services and establishes partnerships with targeted organizations such as USDA and Neighbor Words and RCAC.
* With other management team members, establishes an environment that is adaptable and well-positioned to respond to program challenges.
* Conducts operations in a manner that complies with applicable state/federal and tribal laws and regulations and organizational policy established by the Board of Commissioners and the San Carlos Apache Tribal Ordinance creating the SCHA.
* Operate SCHA in accordance with its Mission Statement, Governance Policies, Ordinance and Bylaws, Policies and other directions of the Board.
* Directs the development, implementation, maintenance and control of financial operations, education and training, legal, legislative, and all phases of housing management.
* Directs development and maintenance of all housing projects owned and built by the SCHA. Acts as contract Officer on behalf of the SCHA.
* Prepares annual budget in conjunction with Finance manager and presents it to the Board for their consideration.
* Directs preparation of the Annual Indian Housing Plan with annual budget, administers the budget, and provides regular financial reports to the Board of Commissioners. Monitors the Indian Housing Plan and prepares the Annual Performance Report (APR).
* Reviews and evaluates personnel and program efficiency and effectiveness and initiates appropriate actions.
* Directs legal in matters of litigation strategy, monitors legal and legislative issues affecting the organization, and responds appropriately. Initiates legislative matters affecting the interest of the organization.
* Assures that the SCHA and its mission, programs, products, and services are consistently presented in a strong positive image.
* Ability to develop and install a variety of management//maintenance systems and sub-systems.
* Responsible for hiring, promotion and separation of personnel.
* Interprets and implements all policy and procedures coming from the Board.
* Ability to effectively and economically direct the activities of an administrative, professional, technical and clerical staff.
* Works with other tribes to understand the unique environment offered by restricts reservation land and helps develops unique housing programs to meet the needs of the San Carlos Apache.

**Position Competencies**

* Collaboration
* Promotes and supports work teams and groups
* Reliability
* Performs responsibilities dependably and accurately, fulfills promised actions
* Responsiveness
* Focuses on the tenant, willingly helps others and provides prompt service
* Assurance
* Conveys trust and inspires confidence
* Empathy
* Deals with individuals, appreciates their differences, handles emotions, and shows compassion for others
* Self Confidence
* Recognizes the contribution of other sand is conscious of own ability
* Initiative
* Begins and follows through energetically with plans and tasks
* Communication
* Shares information, listens to what others are saying
* Adaptability
* Manages change, business processes, projects, time and resources
* Decisiveness
* Manages decisions and solves problems

**Supervision of Others**

* Managers at SCHA report directly to ED (six to eight)

**KNOWLEDGE/EXPERIENCE/SKILLS REQUIRED:**

* Knowledge of the Native American Housing and Self Determination Act (NAHASDA).
* Governmental operations, common law principles, statutory law provisions, and Housing management practices, including financial and investment, at a level normally acquired through completion of a bachelor’s degree in business or related fields or equivalent experience defined as ten years or more of successful executive management with a related Indian Housing Organization with 20 or more employees and an annual budget in the $5 million range.
* Knowledge of property management, liability and workers compensation insurance coverage; or proven experience in administration of programs with a successful track record.
* Interpersonal skills necessary in order to deal effectively with a wide variety of internal contacts \*(employees, member staff and elected officials, Committees, and the Board of Commissioners) and external contacts (service providers, vendors, government agencies, legislators and regulators, peers, and professional associations).
* Analytical skills necessary to coordinate complex and detailed analysis of complicated housing policies, contractual agreements, state and federal statutory provisions, financial statements.
* Written and oral communication skills necessary to prepare and present reports, studies, educational programs and sessions, tenant orientations, Board member training, and the like.
* Problem solving skills necessary to resolve problems that arise with staff, members, service providers, insurance companies, and others, and to deal with unusual circumstances, situations, and questions.
* Ability to use safe practices in accomplishing work activities.
* Ability to think strategically, discern important from unimportant and establish priorities.
* Ability to function independently with minimal direction and oversight and possessing a high degree of self-motivation and self-direction.
* Knowledge of challenges faced in providing real world housing development and financing solutions to tries on restricted reservation lands, and a myriad of Federal and tribal laws applied on those lands

**Working Conditions & Physical Demands**

* Typical business office setting.
* Ability to travel up to 10% of time.
* Non-office environment may be encountered for offsite presentations and support of SCHA activities.
* Must be able to sit for work at a computer for at least 50% of time.
* Extensive use of computer keyboards.

**MINIMUM QUALIFICATIONS:**

**Education/Experience:**

1. Bachelor’s degree in finance or accounting plus at least (5) years of experience in accounting or finance for large or public organization.
2. Bachelor’s degree in business administration plus at least ten (10) years of experience in managing the fiscal affairs of a large or public organization
3. Other finance experience will be considered

**ADDITIONAL REQUIREMENTS**

1. Must have a valid AZ Driver’s License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance
4. Applicant will be subject to a Federal, State, County, Local and Tribal background check.

**INDIAN PREFERENCE:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above

San Carlos Housing Authority is an Equal Opportunity Employer.