

# **JOB ANNOUNCEMENT**

## **EXECUTIVE DIRECTOR**

The Chico Rancheria Housing Corporation (CRHC) is the Tribally Designated Housing Entity and Community Based Development Organization of the Mechoopda Indian Tribe. Our mission is to develop, implement, and administer projects and programs for the benefit of all tribal members of the Mechoopda Indian Tribe with a primary focus on the housing needs of low-income families.

We are located in Northern California within the urban area of Chico, approximately 100 miles north of Sacramento. The Chico area offers many incentives, including the 3,670 acre Bidwell Park, several golf courses, farmers markets, arts and entertainment events, California State University Chico, and Butte Community College.

CRHC currently maintains productive relationships and partnerships with other local service agencies, including the Housing Authority of the County of Butte, the City of Chico, and the Community Housing Improvement Program. CRHC is currently seeking a qualified and experienced candidate to serve as the Executive Director in order to enhance and maintain current relationships with our partnering agencies and carry forward with our mission toward a progressive future.

### **GENERAL DESCRIPTION:**

The Executive Director serves the Board of Directors as an advisor, prepares formal meeting agendas, and is responsible for overall administrative long range policy and program development for housing programs. Duties include but are not limited to: supervising staff, planning and organizing the activities of Corporation, seeking and preparing grant proposals for programs, and developing budgets. The Executive Director represents the Corporation before other tribal, local, and federal governmental agencies and is responsible for insuring compliance with Tribal, Federal, and State laws, as applicable. The Executive Director also acts as the Contracting Officer as well as serves as the Human Resource Director responsible for the overall administration of policies, staffing, evaluation, scheduling, and employee compensation.

### **DESIRED QUALIFICATIONS**

Knowledge of: Principles and practices of public administration; budgeting and accounting; residential construction; property management; and tribal, federal, state and local laws.

Able to write professional business letters give power point presentations and create spreadsheets.

Ability to: Develop, implement, and direct a variety of housing programs; communicate effectively; compose and present public speeches; research laws, regulations, and funding opportunities; prepare grant proposals and analytical reports; interpret, explain, and apply laws and regulations; plan, organize, and schedule projects; obtain grant funding; select, train, supervise, and manage staff.

Experience: Four years of administrative experience in housing programs or similar activities.

Education: Bachelor's Degree required; Master's Degree desirable.

Additional Requirements: Possession of a valid Driver's License, drug test, and background clearance.

### **INDIAN PREFERENCE PROVISIONS IN HIRING**

Preference in hiring is given to qualified American Indians in accordance with the Indian Self-Determination and Education Assistance Act (Title 24 U.S. Code, Section 472 and 473). Applicants

claiming Indian preference must submit certified by Tribe of affiliation. Such certification will be verified by CRHC.

SALARY SCHEDULE: DOE \$52,000 - \$89,992 FULL-TIME EXEMPT

To apply: Download an application at [www.chicorancheriahousingcorporation.org](http://www.chicorancheriahousingcorporation.org) and submit the completed application with your current resume and a list of references and mail to: Chico One Stop, Business Services, 2445 Carmichael Drive, Chico, Ca. 95927.

POSITION OPEN UNTIL FILLED First Cutoff Date February 10, 2012 Second Cutoff Date February 29, 2012