

**Quinault Housing Authority
Job Description**

Executive Director

Job Summary:

The Executive Director is responsible for planning, directing, managing and coordination of the daily activities and operations of the Quinault Housing Authority to ensure that the overall performance and housing activities are being properly fulfilled. This includes the supervision of employees and resources of the Housing Authority consistent with the policies of the Quinault Housing Authority, and the planning and coordination of housing related activities with other departments including Federal, State, and Tribal Governments, and local non-profit and private organizations.

Essential Job Duties and Responsibilities:

The Executive Director is responsible for all of the Housing Authority's Program functions including the following:

Development and submission of the Annual Performance Reports to the Board of Commissioners, Quinault Business Committee, and HUD.

Identification and Assessment of Tribal Housing Needs.

Planning and providing short-term housing program services consistent with the identified and assessed needs which include the development and implementation of the Indian Housing Plan.

Planning, funding and development of specific housing projects including shelter, transitional, special needs, low income housing and homeownership housing programs.

Planning and providing housing tenant and homebuyer application, training and counseling services coordinated with housing construction and/or acquisition activities.

Management of existing Low Income Housing and Low Income Housing Tax Credit projects managed by the Quinault Housing Authority.

Planning, development and implementation of mortgage systems needed to support privately financed housing acquisition and/or private construction.

Coordination and management of programs within the Quinault Housing Authority needed to support privately financed housing for the benefit of Tribal Members and their families.

Coordinate planning of housing development and rehabilitation activities with appropriate Tribal, County, State and Federal governments consistent with the identified housing needs of the Quinault Indian Nation.

Monitor status and progress of housing development programs after approval of the construction phases and assist as needed in facilitating the development process.

Coordinate and communicate effectively with tenant and homebuyer selection, training, counseling and preparation activities. Assists with housing construction activities such that homebuyers and tenants or their representatives are able to participate in the construction of their homes as fully as possible.

Monitors the tenant waiting list and vacancies of Housing units within the boundaries of the Quinault Indian Reservation. Lists will include: the number of vacant units, number of applications received, and data for each applicant on the waiting lists that are maintained by the Housing Authority.

Ensures the collection of payments and rent from tenants and homebuyers is consistent with their rental or homeownership agreements. The Executive Director shall prepare a quarterly report; listing dollar amounts, collection delinquencies, vacated accounts, etc. for the review by the BOC, and conduct eviction processes through the Tribal Court System.

Prepares and provides the BOC with annual budgets and quarterly reports for the Housing Authority, including the current status of income and expenses of the program.

Coordinate the delivery of housing assistance to very low and low-income families; this includes referral to Quinault Nation programs that can assist with Social and Health needs.

Completion, management , coordination of Pending Matters (see below).

Other related duties as assigned by the Housing Authority's Board of Commissioners.

Pending Matters

Administration of ongoing construction projects; i.e., (1) 18 Homes Project and (2) River Well Building, Access Road and WTP Modifications.

Completion on a timely basis of corrective action required under HUD Final Monitoring Report, dated November 8, 2010.

Completion and submittal of 2012 Indian Housing Plans (IHP).

Audit and correction of construction defects re Low Income Housing Tax Credit Design Built Single Family Homes (35 homes project).

Other pending matters as designated by the Board of Commissioners.

Knowledge, Abilities and Skills:

Ability to consult and work with the Board of Commissioners for housing policy guidance.

Ability to work closely with the Board of Commissioners in the development of Housing Policy and the Indian Housing Plan for the Quinault Indian Nation and in the operation of the program.

Relationship with the Programs Seattle HUD (ONAP) Administrator: Ability to operate the Quinault Housing Program within the administrative systems of the Quinault Housing Authority and Federal requirements of the Seattle HUD (ONAP) office under the direction of the Board of Commissioners. These management systems include financial records, personnel, procurement and property.

Ability to effectively communicate with housing tenants, homebuyers and other existing and prospective clients of the Quinault Housing Authority, and members of the general public concerning housing needs, programs, and services of the Quinault Housing Authority.

Ability to effectively interact with other departments and agencies of the Quinault, County, State and Federal government involved in the process of housing and community development.

Ability to manage finances and data to assure maximum programmatic effectiveness and accountability.

Must be familiar with Tribal, State and Federal housing assistance program funding operations, regulations, and financial assistance to promote and support homeownership and how these programs work with private financial institutions.

Must be familiar with Tribal and Federal procurement and contracting specifications, development process including bidding, bonding, and insurance requirements.

Ability to travel and attend day/evening/weekend meetings.

Knowledge of HUD programs and activities, and HUD sponsored programs.

Other duties as assigned.

Training & Experience:

Bachelors Degree from an accredited four-year college or university,

Five (5) years experience as a housing assistance program professional with increasing responsibilities including personnel, financial, records, planning and development.

Three (3) years experience in a supervisory capacity.

Additional housing experience may substitute for up to two years of the education requirement.

Work experience in a desirable field such as; banking, real estate, or tribal program management may be substituted *for the Housing Program experience* requirement.

Special Skills and abilities:

Knowledge of IHA, NAHASDA, TDHE, IHBG, IHP, Environmental Determinations, Self Monitoring, MEPA, APR, and other Housing programs and regulations.

Computer and financial skills

Must be bondable and possess a valid State Drivers License.

Indian/Veteran preference policies and regulations of the Quinault Housing Authority apply.