

**ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Housing Director</b>	<b>Department:</b>	<b>Housing Department</b>
<b>FSLA Status:</b>	<b>Exempt</b>	<b>Location:</b>	<b>Tribal Office</b>
<b>Reports to:</b>	<b>Housing Commission</b>	<b>FULL-TIME</b>	
<b>Salary Range</b>	<b>DOE</b>	<b>Updated:</b>	

**POSITION SUMMARY:** The Housing Director will effectively manage the operations of the housing department by directing and coordinating activities consistent with the established goals, objectives and policies of the one & five-year Indian Housing Plan. Implement programs to ensure attainment of the Indian Housing Plan for meeting the housing needs of Robinson Rancheria Community. Provide direction and support for maintaining all housing units under the management of the housing authority. Provide direction on internal operations and adheres to policies. Position will require flexible work schedule to include evening and weekend hours as necessary.

**ESSENTIAL DUTIES:** Provides Community Housing services, coordinates Housing program activities and performs these duties under the Housing Department, Bureau of Indian Affairs (BIA) programs for the Tribe.

- Plan, direct, and coordinate activities of the Indian Housing Plan to ensure that goals or objectives of the plan are accomplished within the prescribed time frame and funding parameters and in accordance with applicable Tribal, State & Federal laws.
- Develop plan of operation to determine time frame, funding limitations, procedures for accomplishing goals & objectives, staffing requirements, and allotment of available resources to various stages of plan.
- Establish work plan and staffing for each goal &, objective of the Indian Housing Plan. Consult staff to outline work plan and assign duties, responsibilities, and scope of authority.
- Monitor activities of housing authority personnel to ensure progress on the Indian Housing Plan.
- Maintain a working relationship with the RRCBC and the Housing Commission and provide regular updates on all pertinent management and development activities of the housing authority and make recommendations to the Housing Committee on all matters requiring policy determination.
- Develop other housing programs consistent with the Native American Housing Assistance and Self- Determination Act (NAHASDA) and secure funding to administer those programs.
- Ensure sound fiscal management practices of all housing authority activities.

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- Responsible for the compliance, enforcement, and periodic updating of all housing authority policies and regulations. Includes: tenant & homebuyer accounts receivables, admissions, occupancy & housing policies, and any other applicable law.
- Responsible for monitoring and oversight of all housing developments related to the Indian Housing Plan.
- Establish homeownership program as identified in Indian Housing Plan.
- Develop new housing opportunities and explore the possibility of leveraging resources to secure new funding for new housing development.
- Support, adhere to, and carryout all RRCBC policies, directives and safety procedures
- Work with and supervise the Housing Assistant position
- Work with and supervise the Maintenance Department and its Employees
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.
- Ability to instruct, direct, and evaluate employees.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development.
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret Tribal laws, rules, and regulations relative to the department.
- Ability to maintain favorable public relations to communicate effectively with others, both orally and in writing.
- Skill in writing is required utilizing reports, plans, grants proposals, and other written materials, etc.
- Ability to work independently with minimal supervision and able to prioritize assignments
- Ability to maintain confidentiality of all program and organization operations and staff

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**QUALIFICATIONS**

**Minimum Education:** High School Diploma or equivalency

**Preferred Education:** Bachelor's degree in public or business administration or related field preferred

**Minimum Experience:**

- Working knowledge of general, financial, and construction administration; inspection, comprehensive housing planning, and housing mortgage and financing.
- Minimum of five-years prior supervisory experience working in the Housing field.

**SPECIAL REQUIREMENTS**

- Individual must have the knowledge and understanding of the culture and diversity of the Native American Indian population.
- Possess current valid Driver's License.
- Pass a Pre-Employment Drug Test

**Native American Preference Applies:** Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

**PHYSICAL DEMANDS** The work is mostly sedentary with some walking, climbing of stairs, carrying of files, or other documents and light supplies, bending and stooping to perform filing.

**WORKING CONDITIONS** Must be available to work some evenings and weekends. Work is performed in a small office with limited storage, filing and workspace and will require frequent work outside of the office in community meeting settings. Some work is performed in conference rooms and at photocopy/fax machine.

**WORKING ENVIRONMENT:** The environment involves the usual risks and stress of an office environment. The employee is occasionally subject to verbal abuse, and threats from angry, hostile, or disgruntled employees, employers, tribal members, and/or tribal members' or employees' family members.

**Disclaimer**

*The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*