



LUMBEE TRIBE OF NORTH CAROLINA EMPLOYMENT OPPORTUNITY

VACANCY: Housing Director – Full Time

REQUIREMENTS:

Qualifications: Candidate must be a graduate of an accredited college or university in social services, public administration, business administration or a related field. Experience in public/HUD/Indian housing, with at least five years in a higher level supervisory, or management position required. Applicants should demonstrate knowledge of the tribal community and a passion for serving the Lumbee People. Candidates should have experience and knowledge in financial management, resident/tenant relationships, American Indian culture and customs, human resource management practices, contract administration, housing development and rehabilitation. Candidate should possess excellent communications and computer skills, with the ability to write reports, business correspondence and procedural manuals. Must possess the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Must also possess the ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Must have working knowledge of general, financial and construction administration; ability to read and understand blueprints; inspection, comprehensive housing, planning, and housing mortgage and financing. A General Contractor license is preferred.

DUTIES AND RESPONSIBILITIES:

The Housing Director will:

- Be familiar with the Native American Housing and Self Determination Act (NAHASDA).
- Assume responsibility for all activities related to the implementation and support of the Rehabilitation, Homeownership, Down Payment Assistance, Mortgage, New Construction, 1937 Stock (rental) Assistance, Section 184 Loan Programs and commercial properties.
- Provide direction and assistance to staff, while insuring that all program regulations and requirements are in compliance with all Housing and Urban Development (HUD), federal, state and local rules and regulations.
- Manage a staff of 35 to 40, within six (6) departments and coordinate program services to promote efficient and effective services to eligible tribal members.
- Manage and approve all housing expenditures for a multi-million dollar budget.

- Develop, plan, organize, administer and monitor the progress of the Indian Housing Block Grant (IHBG) and other housing grants/programs (such as tax credits), public or private funds and programs within the department.
- Assist Administrative staff with developing the Tribal budget.
- Assist in the development and implementation of the Indian Housing Plan (IHP).
- Prepare the Tribe's Annual Performance Review (APR).
- Assist in planning, organizing, and executing Low Income Housing Tax Credit projects.
- Develop contractual agreements for construction and rehabilitation services that support housing policies in terms of cost, method, and contractual services, etc.
- Assure compliance in the bid process, contract awards and contractual services to meet all tribal, local, state, federal, and HUD requirements.
- Identify new sources of support for the tribal housing plan, by coordinating and leveraging additional funds from other agencies and organizations, for improved services to the tribal membership.
- Assume responsibility for, and apply appropriate fiscal policies and procedures to the housing financial plan and any related activities.
- Foster positive relationships with governmental entities, public and private agencies, housing developers and service providers.
- Act as a liaison between the Lumbee Tribe and HUD.
- Represent the Tribal Housing Program at functions, community meetings and Tribal Council as needed.
- Assist Human Resources in the screening and selection of personnel and recommendations for employment within the Housing Department.
- Participate in orientation, training and other personal and professional development related to assigned responsibilities.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency for all housing departments.
- Set goals and deadlines for each housing department.
- Analyze internal housing processes; recommend and implement procedural or policy changes to improve housing operations.
- Attend housing conferences such as NAIHC, HUD, NAHASDA, and other training programs.
- Hear and decide upon grievance appeals from all housing programs.

- Instruct and evaluate housing employees.
- Serve on and provide support for committees as necessary.
- Perform other duties and responsibilities, as assigned.

SALARY:

The salary will be determined in accordance with the Tribe's Salary Plan (budget) and the applicant's education and work experience.

APPLICATION PROCEDURE:

Candidates for the position should complete a Lumbee Tribe Application for Employment, submit their resume, and any other supporting documentation related to the qualifications requirements can be submitted. The Lumbee Tribe reserves the right to give

preference in employment to those individuals who are actively enrolled members of the Lumbee Tribe of North Carolina and who are knowledgeable of the communities to be served. Applicants will be drug tested and criminal backgrounds will be performed as a part of the selection process.

DEADLINE FOR APPLICATIONS: Friday, March 24, 2017 at 5:00 pm.

CONTACT: Human Resources
Lumbee Tribe of North Carolina
P.O. Box 2709
Pembroke, NC 28372