

**Summit Lake Paiute Tribe
Primary Administration Office
1001 Rock Blvd. Sparks NV 89431**

Position Title: Housing Program Manager

Opening Date: 7/30/2018 (Indian Preference)

Closing Date: Open Until Filled

Employment: Full-Time – Permanent

Funding Program: HUD/50

Benefits: Paid Holidays; Sick Leave; Annual Leave (subject to 180 day probation period)

Rate of Pay: DOE

About the Tribe: The Summit Lake Paiute Tribe (SLPT) is a federally-recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's constitution is titled Articles of Association. The Summit Lake Reservation is located 50 miles south of the Oregon state border, 68 miles east of Cedarville, California, and, 83 miles north of Gerlach, Nevada. The Tribe's Primary Administrative Office is located in Sparks.

JOB SUMMARY:

The Housing Manager will provide program implementation to the Summit Lake Paiute Tribe membership under the supervision of the Tribal Council. This position is responsible for a variety of other tasks as described below. Independent judgment is exercised in all areas of this position and work is performed with little or no supervision. The incumbent must possess a pleasant manner, excellent people skills, ability to be a team player, and project a professional company image at all times. Incumbent is responsible for performing duties in compliance with applicable and established local, tribal, state and federal laws, rules and regulations, and the policies and procedures of the Summit Lake Paiute Tribe's Housing Policies, with the Summit Lake Tribal Council as the approving authority.

Under the direct supervision of the Council Chairperson or designee, the Housing Manager shall perform the following duties.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Serves as the main contact regarding all housing management matters. Under the general supervision of the designated Tribal Council member, incumbent will oversee all operations of the Housing Program.
2. Meets with and responds to the general public, tenants, homebuyers, regarding housing program information.
3. Responsible for administering the SLPT's policies related to housing management programs like the Eligibility, Admissions, & Occupancy Policy; Tenant Based Rental Assistance; Down Payment & Closing Cost Assistance, and Housing Quality Standard policies.

4. Coordinates and administers various homebuyer training educational classes, to educate SLPT constituents regarding all housing program requirements. Participates as a team leader with regard to developing new housing programs.
5. Responsible for application intake, eligibility determinations, application monitoring, coordinating the timely completion of recertifying tenants and homebuyers in accordance with the applicable SLPT policies.
6. Appears in court on behalf of SLPT in regards to various issues, including, but not limited to, tenant and homebuyer evictions, judgments, writs, etc.
7. Explaining the responsibilities of tenants and homebuyers regarding their respective Dwelling Leases and Homebuyer Agreements they have with the SLPT.
8. Developing and maintaining a waiting list system for tenants and homebuyers in compliance with the adopted policies.
9. Troubleshoots a wide range of problems as they arise, involving tenant or homebuyer and/or general public complaints, tenant and homebuyer education issues, etc. Ensures that all applicable and established laws, regulations and policies and procedures are adhered to in all areas.
10. Prepares and monitors the annual Housing Department's annual operating budget. Prepare annually the Indian Housing Plan (IHP) and Annual Performance Report (APR).
11. Participates in the development of Housing Department policies and procedures and provides training, as necessary in compliance with the Summit Lake Paiute Tribe's Housing policies and procedures.
12. Provides professional advice, recommendations and guidance to the SLPT Council and other SLPT Department Directors and staff regarding all housing program requirements, rules, and regulations. (Tenant Based Rental Assistance; Down Payment & Closing Cost Assistance; Rehabilitation Assistance Programs).
13. Prepares budgets and reviews financial reports prepared by the Finance Department.

The statements above contain general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. However, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the SLPT workload.

QUALIFICATIONS:

- Bachelors degree in related field (business, administration, human services, etc.)
- Minimum three to five years' experience in HUD housing programs required. Knowledge of HUD housing programs and operational experience, including maintaining applicant applications and reconciling financial reports, interpretation of Policy in preparation for an annual audit.

- Must be detail oriented with excellent mathematical and analytical skills.
- Knowledge of, and the skill in interpreting and implementing NAHASDA and its accompanying regulations along with adopted and established Summit Lake Paiute Tribe Housing policies and procedures as they apply to all areas of housing management.
- Knowledge of basic accounting principles and techniques to effectively prepare housing division annual operating budget, calculate rental assistance payments, etc.
- Must possess professional verbal and written communication skills.
- Ability to coordinate and facilitate meetings with a varied audience.
- Proficient in the use of Microsoft/Excel computer software.
- Ability to work independently, with little or no supervision.
- Grant writing, contract administration, financial management experience a plus.
- Valid Nevada driver's license, insurable by Tribe's insurance company.
- Name not included on Federal Excluded Parties List System (<http://www.epls.gov>)

Travel Requirements:

Flexibility with regard to business-related travel is a must. This includes overnight housing business trips and out of state training sessions and conferences as needed. Twice annual trips to Summit Lake Indian Reservation for Council Meetings.

To Whom Position Reports:	Tribal Council Chairperson
Employee Classification:	Permanent
Driver's License:	Must possess a valid Nevada driver's license
Overtime Status:	Non-exempt
Probationary Period:	180 days

TRIBAL MEMBERS AND INDIAN PREFERENCE

The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.