



## JOB POSTING

<b>POSITION TITLE:</b>	Housing Manager	<b>FLSA STATUS:</b>	Full-time/Exempt
<b>DEPARTMENT:</b>	Tribal Housing Authority	<b>SALARY:</b>	Negotiable
<b>LOCATION:</b>	King William, VA	<b>EDUCATION:</b>	Bachelor's Degree
<b>SUPERVISOR:</b>	Director of Community Services	<b>WORK EXPERIENCE:</b>	3 years' Experience

The Upper Mattaponi Tribal Housing Authority manages housing-related programs and services designed explicitly for enrolled tribal citizens with a vision of promoting safe, affordable, and decent housing within the tribal community. Essential functions and responsibilities of the Tribal Housing Authority include but are not limited to:

1. **Housing Development:** Development of new housing projects, including single-family homes, multifamily housing complexes, and rental units tailored to the needs of enrolled tribal citizens.
2. **Housing Programs Administration:** Management of federal housing programs such as the Native American Housing Assistance and Self-Determination Act (NAHASDA), which provides funding for various housing initiatives and services.
3. **Housing Policy:** Create and implement housing policies that align with the Tribe's goals and regulations, addressing eligibility criteria, funding allocations, and tenant rights.
4. **Funding and Grants:** Required to identify, secure, and manage funding from federal, state, and private sources to finance housing projects and initiatives.
5. **Homebuyer Assistance:** Guide citizens towards programs to assist enrolled tribal citizens in purchasing homes, such as down payment assistance, education on the home buying process, and access to favorable loan programs.
6. **Maintenance and Management:** Oversee the maintenance and management of public housing units and programs, ensuring that properties are well-maintained and meet safety standards.
7. **Community Development:** In addition to housing, THAs may engage in broader community development initiatives, such as infrastructure improvements and social services that enhance the overall living conditions within the tribal community.
8. **Advocacy:** Act as advocates for the housing needs and interests of enrolled tribal citizens, working to address housing shortages and advocate for policy changes that benefit the community.

### JOB SUMMARY:

Under the guidance and supervision of the Director of Community Services, the Housing Manager will implement, manage, and monitor the Tribe's Housing and Urban Development (HUD) programs and other housing programs. The Manager will need to be a self-motivated professional leader demonstrating competency in grants compliance, research and reporting, administration and organizational capabilities, personnel management, high-level understanding of complex laws and regulations, and extensive work in related fields such as, but not limited to, housing, public administration, community development, and planning.

## PRIMARY DUTIES& RESPONSIBILITIES:

- Plan, direct, and coordinate activities to achieve the department's goals and objectives within prescribed time frames and funding parameters in accordance with Tribal, State, and Federal laws.
- Develop programs aligned with Tribal goals, securing or leveraging funding for program administration.
- Establish sustainable, innovative solutions to promote a healthy and safe community.
- Serve as the primary contact for Upper Mattaponi citizens, Tribal Executive and Council, and Federal Agencies on HUD and housing-related programs.
- Create and manage budgets as approved and submit accurate and timely reports to funding sources as required.
- Maintain sound fiscal management practices for all housing activities.
- Secure continuous funding to sustain current and future programs.
- Regularly assess the needs of tribal citizens and service area residents, prepare databases, and report trends.
- Provide updates on all relevant management and development activities within the department.
- Advise and offer recommendations to the supervisor on policy development and amendments.
- Conduct annual compliance monitoring activities per applicable laws and funding requirements.
- Assist with annual audits as necessary.
- Participate in Tribal Council Meetings as directed by leadership.
- Perform all other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Exhibit professionalism at all times and stringently adhere to confidentiality requirements.
- Demonstrate knowledge of sound financial management practices and the ability to apply basic financial and resource-leveraging concepts.
- Display project management skills and be proficient in procuring professional service contracts per applicable requirements.
- Ability to develop, oversee, and coordinate equitable bidding and procurement practices.
- Awareness and sensitivity towards tribal housing issues.
- Familiarity with asset-building and homeownership/loan programs (e.g., 184 Loan Program, USDA Rural Development, Title VI, VA loans).
- Knowledge of tribal government and relevant services/programs in housing and community development.
- Strong analytical skills with the ability to identify reasonable and lawful solutions swiftly.
- Possess excellent verbal and written communication skills, capable of interacting with individuals at all levels and presenting effectively in meetings.

## EDUCATION and/or EXPERIENCE:

### **Minimum Education & Experience:**

- Bachelor's degree from an accredited college and/or university with an emphasis or major in one or more of the following: Public Administration, Community Development, Planning, Business Administration, Real Estate, or other course work in a disciplined area applicable to the position's requirements.
- Three (3) years of administrative management experience in tribal housing or a closely related community development program **or** a minimum of seven (7) years of extensive experience in tribal housing or a similar field of work in an executive/managerial/administrative position with comprehensive knowledge for internal operations and management of a housing department.
- Demonstrated knowledge of and familiarity with the Native American Housing Assistance and Self-Determination Act (NAHASDA), the Indian Community Development Block Grant Program (ICDBG), and Bureau of Indian Affairs Housing Improvement Program (BIA-HIP) *and* all related program requirements and opportunities.

### **Preferred Education and Experience:**

- Master's degree from an accredited college and/or university with an emphasis or major in one or more of the following: Public Administration, Community Development, Planning, Business Administration, or other course work in a disciplined area applicable to the requirements of the position
- Three (3) or more years of administrative management experience in tribal housing or closely related community development programs while having extensive working experience with the Native American Housing Assistance and Self-Determination Act (NAHASDA), the Indian Community Development Block Grant Program (ICDBG), and Bureau of Indian Affairs Housing Improvement Program (BIA-HIP) *and* all related program requirements and opportunities.

#### **OTHER REQUIREMENTS:**

- Candidates must possess excellent computer skills necessary to perform the primary duties and responsibilities of the position.
- Must possess a valid State Driver's License or be able to obtain one and be insurable to drive government vehicles.
- Applicants are required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicants from consideration for the position.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here represent those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

#### **PHYSICAL DEMANDS:**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

Must be able to lift up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods.

#### **BENEFITS**

- 401(k)
- Dental Insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

#### **HOW TO APPLY:**

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.

#### **AND**

- **Personal resume** identifying your qualifications and experience relevant to the functions of this position, along with three professional references.

**Upper Mattaponi Tribe**  
**Attn: Housing Manager**  
**Email: careers@umitribe.gov**

***NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).***