



Job Title: Housing Director
Department: HOUSING
Supervisor: Tribal Administrator
Location: Tribal Office
Salary: \$82,000-\$90,000(DOE)
Classification: Full Time/Exempt

Position Summary:

The Tribal Housing Director assumes a pivotal role in the management and oversight of comprehensive housing programs administered by the Kashia Housing Authority, reporting directly to the Kashia Housing Authority Commissioners and the Tribal Administrator as stipulated by the Kashia Housing Authority ordinance. This role encompasses a wide array of responsibilities, including program management, regulatory compliance, financial oversight, community engagement, and interdepartmental collaboration. The Tribal Housing Director plays a critical role in advancing the housing objectives of the Kashia Band of Pomo Indians, contributing to community empowerment, sustainable development, and the enhancement of tribal sovereignty. This position demands a visionary leader with a strong commitment to upholding tribal values, fostering collaborative partnerships, and ensuring the well-being of tribal members through accessible, affordable, and quality housing initiatives.

Essential Duties & Responsibilities:

Program Management:

Leads the planning, implementation, and monitoring of diverse housing programs, ensuring alignment with tribal ordinances and regulatory requirements.

Provides community engagement during the development of the annual Indian Housing Plan and prepares the plan for Board and Tribal Council Approval.

Administers policies, plans, and budgets adopted by the Kashia Housing Authority (KHA) Board through diligent oversight and implementation.

- Creates, implements, and reports on program-specific budgets to the KHA Board monthly, ensuring transparency and accountability in financial management.
- Monitors NAHASDA program requirements across all programs, promptly identifying deficiencies and devising corrective actions as necessary.

Regulatory Compliance:

- Ensures compliance with federal, state, and tribal regulations governing housing programs, including NAHASDA legislation, 2 CFR 200 regulations, and KHA Policies.
- Manages waitlists as defined by KHA policies and the NAHASDA statute, maintaining fairness and transparency in the allocation of housing resources.
- Facilitates the annual recertification process for each KHA program, ensuring timely completion and reporting any instances of noncompliance to the KHA Board.
- Performs property management duties including but not limited to notices of lease violation, 3-day notices, and lease terminations as defined by KHA programs and policies.

Interdepartmental Collaboration:

- Fosters and maintains successful working relationships with fellow Tribal departments, as well as external partners such as HUD, BIA, IHS, HCD, BCSH, DOT, and other state/federal agencies.
- Collaborates closely with other tribal entities and governmental agencies to leverage resources, coordinate services, and advocate for housing needs within the community.

Financial Management:

- Exercises prudent financial management by overseeing budgetary planning, expenditure monitor, and grant administration for all housing-related activities.
- Implements program-specific budgets in accordance with KHA Board directives, ensuring efficient resource allocation and adherence to fiscal policies.

Project Oversight and Management:

Assumes responsibility for the oversight, management, and occupancy of all KHA programs, ensuring the equitable delivery of housing services to tribal members.

Oversees project development, project management, environmental review, budget design, and procurement processes in accordance with NAHASDA statute, 2 CFR 200 regulations, and KHA P

Qualifications:

- Bachelor's degree in public administration, Urban Planning, Social Work, or a related field; or demonstrated work history equivalent.
- Certificate of HUD Admissions and Occupancy, NAHASDA Essentials, and LIHTC.
- Minimum of 5 years of progressively responsible experience in housing management, preferably in a tribal or indigenous community setting.

In-depth knowledge of federal housing regulations, NAHASDA legislation, and tribal governance structures.

Strong leadership abilities with demonstrated experience in team management, strategic planning, and program development.

- Excellent communication skills, both verbal and written, with the ability to effectively engage diverse stakeholders and facilitate consensus-building.

Proficiency in financial management, budgetary oversight, and grant administration.

Commitment to cultural sensitivity, equity, and social justice in housing service delivery.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting/ Mobility:** Approximately 75% of time is spent moving around work areas while the rest of the time is spent doing clerical work. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 50 pounds. **Stooping/ Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching/ Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed on and around Tribal properties with continuous contact and balance of time (approximately 25%) with other staff and the public.

Equal Opportunity Employer:

The Stewarts Point Rancheria is an Equal Opportunity Employer (EOE). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions pursuant to applicable Tribal and federal law.

Indian Preference:

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period.

Application Requirements: Applicant must submit ALL the following:

- A current Kashia Housing Authority job application
- Resume of applicable experience
- Three (3) professional references (people you have worked with or for in the past 3 years}
- One-page cover letter outlining your interest in and stating qualifications for the position.
- Proof of enrollment in a federally recognized tribe for Native American Preference.

For more information, please contact Mary Smith, Human Resources Generalist, mary@stewartspoint.org (707) 591-0580 x 131. Applications may be picked up at: 1420 Guerneville Road, Suite 1, Santa Rosa CA 95403 (707) 591-0580 OR online: www.stewartspoint.org