

JOB POSTING
EXECUTIVE DIRECTOR
Salary Range D.O.E

The Nambe Pueblo Housing Entity (NPHE) is recruiting for the position of the Executive Director. The position administers federal funding sources to carry out affordable housing activities and manages various housing initiatives for the Nambe Pueblo community. The position reports to the Board of Directors of the NPHE. The NPHE is located on the Pueblo of Nambe between Santa Fe and Espanola, New Mexico. Interested candidates must turn in an application with a cover letter, resume, and submit to a background check and a drug test. For a copy of the Job Position and application, contact NPHE at executivedirector@nphe.net.

Indian preference applies to this position and all available positions at NPHE.

Position open until filled.

POSITION: Executive Director
DEPARTMENT: Administration
SUPERVISION: Board of Directors of the Nambe Pueblo Housing Entity
CLASSIFICATION: Full Time
COMPENSATION: DOE

OPENING DATE: _ _ _ _ _ **CLOSING DATE:** Until Filled

Job Summary:

The Executive Director provides overall direction of the Nambe Pueblo Housing Entity (NPHE) and maintains the responsibilities of planning, administering, delegating, and coordinating all phases of the NPHE's operations. These responsibilities shall include operations, finance, development, occupancy, resident services, and the policies as they pertain to each department of the NPHE. Develops and monitors construction projects and coordinates projects with tribal and federal agencies (IHS, BIA, HUD, EPA, etc.), and contractors, and ensures work conforms to uniform housing building codes, federal statutes and regulations and project specifications. The Executive Director also maintains financial accountability of the NPHE.

Duties and Responsibilities:

1. Maintains and oversees operations, management, development, and administration of all functions under the NPHE;
2. Responsible for the preparation and submission of the housing plans and reporting requirements of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), specifically the I-Year Indian Housing Plan, and each subsequent Annual Performance Report as required by NAHASDA rules and regulations;
3. Responsible for the planning, implementation and monitoring of the development of all goals, objectives and activities of the NAHASDA 1-Year Housing Plans;
4. Responsible for the planning and coordination of all aspects of repair, rehabilitation and new construction projects of the NPHE;
5. Responsible for maintaining, interpreting, and implementation of all policies and procedures of the NPHE through established Board of Directors protocol, and following standard procedure for amendments of such;
6. Review for clarity and soundness all correspondence and documents dealing with policies and Board actions initiated and issued by the Board of Directors;
7. Responsible for preparing annual budgets in accordance with the Indian Housing Block Grant and operating requirements for the Board of Directors approval;
8. Responsible for the monitoring of all expenses against the annual budget and Indian Housing Plan;
9. Responsible for the hiring, promoting, transferring, demotion, suspension, and separation of personnel in accordance with NPHE's Personnel Policy;
10. Directs, coordinates and supervises the activities of all NPHE staff including contract personnel and evaluates their performance based on the Personnel Policy;
11. Ensures the maintenance of housing under management, including ensuring scheduled maintenance inspections and trainings occur;

12. Oversees the filing of all NPHE documents, including, contracts, Board minutes and resolutions, and project files;
13. Maintains professional relationships with tribal, federal, state and local agencies for purposes of carrying out housing and community services;
14. Responsible for seeking outside funding;
15. Responsible for ensuring that the NPHE is in full compliance with all tribal, federal, state, and private funding requirements;
16. Responsible for conferring regularly with housing participants and Tribal Council to ensure the needs of the community are being met;
17. Responsible for providing monthly updates to the Board of Directors;
18. Other duties as assigned by the Board of Directors.

Knowledge, Skills and Abilities:

1. Must possess working knowledge of NAHASDA;
2. Must be knowledgeable and have demonstrated experience of rules, regulations and guidelines of specific tribal, federal, state and private agencies;
3. Must possess and have demonstrated experience in business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, and coordination of efforts and resources;
4. Ability to plan and coordinate development and rehabilitation projects;
5. Must possess the ability to effectively communicate both orally and in writing;
6. Must have demonstrated experience in preparing written technical documents;
7. Must possess the skill and ability to work under stressful situations and deadlines and handle multiple tasks on a daily basis;
8. Must be able to prioritize day-to-day functions of the NPHE along with the Strategic Plans of the NPHE.

Qualifications:

1. Bachelor's Degree in Business Administration and/or Business Management, or a related field, preferred;
2. Must have a minimum of 5-7 years demonstrated housing management experience;
3. Must have demonstrated supervisory experience;
4. Must be computer literate;
5. Must pass a pre-employment drug test and background check as a condition of employment;
6. Must possess a valid New Mexico driver's license;
7. Must be insurable under the NPHE's insurance policies;
8. In and out-of-state travel may be required;

License/Certification Requirements: Must have a New Mexico Driver's License and be insurable under the NPHE's insurance policies.

The NPHE is an equal opportunity employer and after compliance with Indian preference requirements, all qualified applicants will be considered without regard to race, sex, age,

religion or national origin.