



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: CDD Director
Department: Community Development Department
Supervised by: Chief Operations Officer
Pay Grade: E6 \$78,705 - \$110,187 DOQ
FLSA: Full-Time; Exempt

Position Summary: The CDD Director position performs a wide variety of complex professional work in administering the Community Development Department (CDD), including areas relating to various housing programs, community planning, budget preparation, grants/contract administration, and analysis of organizational, staffing, and financial priorities for the CDD; and to perform related work as required.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Ability to plan and administer a department budget; direct, coordinate and analyze varied Tribal programs; maintain cooperative and effective working relationships with Tribal Departments and Tribal Community and take actions necessary to resolve problems.
- Represents CDD on construction matters such as: employment conditions, change orders, contractor's payments, and inspections.
- Implements the NAHASDA Indian Housing Plan and the Bureau of Indian Affairs (BIA) Housing Improvement Plan (HIP). The individual reviews Federal and other applicable legislation and regulations governing the operation of CDD housing program and keeps Administration and Tribal Council informed.
- Responsible for the preparation and submission of contract closing documents as needed.
- Functions as the coordinator for CDD with financial institutions, architects, engineers, consultants, and other outside services which CDD conducts business with.
- Develops operating procedures consistent with the Bishop Paiute Tribes adopted policies governing the actions, procedures, and goals of CDD.
- Prepares, presents, monitors and controls CDD's annual operating budget.
- Oversees staff in the day-to-day operations of the organization, including the resolution of personnel, fiscal, development, public relations, community, and participant challenges relative to the operations and functions of CDD.
- Reports to Tribal Council and Tribal Administrator regarding the progress and development of the housing programs that are underway and prepares grant applications for the funding of new construction units and rehabilitation projects.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- A minimum of a bachelor's degree from an accredited college or university with experience related to the responsibilities of this position, or five (5) years of specific experience in Indian Housing programs including a minimum of three (3) years of management experience.
- Experience in the administration of multi-million-dollar government funded programs with strong business and communication skills preferred.

Other Requirements:

- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must be available to be on call after hours, holidays and weekends for work as scheduled and/or in the event of emergencies.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Job Knowledge* - Knowledge of Indian housing programs, construction practices/principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; interviewing techniques; and applicable federal, state, county and local laws, regulations, and requirements.
- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP, and database software programs in a Windows environment.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or

carry up to 20 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____