



EASTERN SHOSHONE HOUSING AUTHORITY

P.O. BOX 1250

37 NORTH FORK RD

FT. WASHAKIE, WY 82514

307-332-5832

JOB DESCRIPTION

Position: Executive Director

Classification: Full Time

Supervisor: Eastern Shoshone Housing Board of Commissioners (BOC), Eastern Shoshone Business Council (ESBC)

Salary: Negotiable

Open: 10/15/2025

Close: Open until filled

Summary:

Supervises and manages all activities of the Eastern Shoshone Housing Authority. The Executive Director responds directly to the Board of Commissioners for the general operations of ESHA, including finance, development, and guidance on policy, policy revision, and the submission of proposed policies that involve ESHA, its employees, and its tenants, such as those receiving Low Rent, Mutual Help & Tax Credit. The Executive Director must be proficient and well-versed in the Native American Housing Assistance and Self-Determination Act (NAHASDA).

Duties and Responsibilities:

1. Prepares agendas for all ESHA Board of Commissioners meetings, schedules and attends all regular and special board meetings, and keeps the board accurately informed of ESHA activities.
2. Ensures the preparation of ESHA Board meeting minutes, resolutions, and documents for all board actions.
3. Prepares ESHA policies for Board approval, updates policies to meet federal and operational requirements, and ensures compliance with ESHA board policies.

4. Supervises finances and all financial operations. Ensures financial reporting requirements are submitted to HUD promptly, financial drawdowns are in accordance with federal regulations and disbursements are formally authorized.
5. Develops, monitors, and revises operational budgets and prepares Annual Performance Report (APR) with the assistance of finance and administrative personnel.
6. Responds and submits to federal housing NOFA, state RFP's and leverages local and tribal collaborative opportunities.
7. Prepares Indian Housing Plan (IHP).
8. Develops a staffing plan for ESHA based on the availability of funds and activities to be accomplished.
9. Develops and maintains a strategic housing plan to provide an adequate level of tribal housing stock.
10. Reviews housing applicants' waiting list. The Executive Director additionally submits to the Board of Commissioners for approval for any exceptions to the procedures for filling ESHA vacancies from the waiting list.
11. Ensures the collection of rents and monthly payments, authorizes court action to demand collections, and enforces eviction policies, as well as obtaining legal counsel.
12. Supervises all aspects and phases of the development of the new housing construction and modernization projects and serves as the contracting officer of record for all related contracts. Maintains all contract records and reports.
13. Supervises and monitors the quality, quantity, and performance of all individuals or businesses under contract to provide goods or services to ESHA.
14. Assists in the ESHA procurement process, reviews all invitations to bid, requests for proposals, and all other ESHA obligations for funds. Awards contracts according to HUD regulations and applicable federal and tribal laws.
15. Reviews and supervises the annual revision of utility allowances, income limits, rent, and homebuyer payment ceilings.
16. Supervises housing maintenance programs, manages all activities related to housing, including the physical plant, daily maintenance, inventory control, inspections, preventative services and resource scheduling.

17. Reviews the results of move-in, move-out, and annual inspections of rental and mutual help units by Management Services and initiates appropriate administrative remedies. 18. Supervises Human Resource activity, accepts and reviews employment applications, follows ESHA personnel policies of filling vacant positions, drug screening, hiring new positions, employee grievances and employment termination. Maintains records and reports wage determination and serves as liaison between contractors and the Labor Relations Division of HUD.

19. Oversees general staff activity, supervises staff training, evaluates staff performance, authorizes corrective action according to policy, and, when applicable, modifies staffing plan. This individual is also responsible for initiating administrative procedures regarding personnel transactions.

20. Supervises Housing Management Services and monitors resident services contracts and referrals administered by ESHA.

21. Coordinates conveyances of Mutual Help homes with ESHA Board of Commissioners, Tribes, Bureau of Indian Affairs, and existing and subsequent homebuyers.

22. Serves as ESHA's principal contact with HUD, ensuring that all activities of ESHA meet HUD regulations and requirements.

23. Maintains a liaison with Regional Indian Housing Authorities and exchanges information on development and management techniques.

24. Promotes an understanding of ESHA and related programs among all members of the community.

25. Maintains an appropriate relationship with all local, tribal, state, and federal agencies. 26. Supervises all non-profit organizations, for-profit (DBA) activity, and ESHA-sponsored federally funded programs. Ultimate line authority will lie with the Executive Director of the Eastern Shoshone Housing Authority.

27. Assumes all other responsibilities assigned by the Board of Commissioners.

Education & Qualifications:

- Must possess a Bachelor's Degree in public administration, business administration, or related field, or five (5) years of experience in business management, administration, or related field.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

- Must be knowledgeable of Tax Credit, Title IX, 184 Home Loan Program, Mutual Help, & Low Rent housing development and management.

- Experience in HUD housing programs preferred.
- Knowledge of/experience with Tribal and Federal laws concerning Indian Housing, especially the Native American Housing Assistance and Self-Determination Act of 1996, and federal procurement requirements is preferred.
- Must adhere to tribal mandated confidentiality and ethics policy.
- Must successfully pass a drug screening test and criminal background check.

Certificates/Licenses:

Must possess a valid Wyoming driver's license throughout employment and be eligible for ESHA Vehicle Insurance.

Requirements:

1. Must have the ability and willingness to learn.
2. Be able to maintain effective working relationships with employees and the general public.
3. Be able to communicate effectively (**written/email/verbal**) and have organizational skills.
4. Know modern office practices, procedures, and equipment.
5. Must possess computer knowledge and computer skills.
6. Must pass a drug test.
7. ***Must professionally carry themselves during/outside of work hours, as you are an employee of the Eastern Shoshone Housing Authority, and your action reflects on our program.***

Applications can be picked up at the Eastern Shoshone Housing Authority. Please Apply sdixey@es-ba.com or call 307-332-5832