

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
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*****VACANCY ANNOUNCEMENT*****

TITLE: Executive Director

LOCATION: Salish & Kootenai Housing Authority – Pablo, MT.

SALARY: \$54.11 to \$62.20 per hour

CLOSING DATE: Monday, February 2, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and complete a mandatory six (6) month probationary period.**

This position consists of full working level supervisory, administrative and management work involving the direction of community development and housing activities on the reservation. The following are not intended to be all-inclusive or restrictive.

- Directs the operation of the Tribally Designated Housing Entity, which includes development, management, and maintenance of housing units and housing programs. Attends all Board of Commissioner meetings and supervises the preparation of resolutions and maintains official records of Board actions.
- Oversees all aspects of 24 Water and Wastewater systems under the management of the Salish and Kootenai Housing Authority.
- Administers all Department activities and develops appropriate operating procedures; supervises staff to ensure the Department follows established policies; monitors tasks and assignments in accordance with all policies and procedures.
- Oversees all aspects of Limited Liability Partnerships for additional affordable housing where the Salish and Kootenai Housing Authority is the management entity.
- Directs all aspects and stages of the development of new housing construction and modernization projects; serves as the contracting officer for all related contracts.
- Oversees all aspects of Grant Management and Evaluation for all grants sought after and awarded to the Salish and Kootenai Housing Authority.
- Cooperates with all officials and agencies concerned with the development and management of public housing; promotes an understanding of the program among all members of the community. Encourages efficient utilization of all resources available to the department; seeks to meet community needs. Develops and maintains appropriate plans for Department activities to provide an adequate supply of new housing and maintain existing housing to meet the goals as set forth in the ordinance.

- Actively involved on a national and regional level to better understand and have input into issues that affect the Salish & Kootenai Housing Authority. Ensures Salish and Kootenai Housing Authority positions on national and regional issues are promoted and understood.
- Actively involved on a state level to promote the Salish and Kootenai Housing Authority and ensure Tribal Housing positions are represented in the State of Montana.
- With subordinate staff, develops budget proposals (Department is funded primarily with contract and grant dollars).
- Maintains accounts for financial activities of the Department; submits all required financial reports; approves all disbursements and co-signs all Department checks for disbursement, approves and submits requests for funding to HUD and other agencies and supervises the investment of Department funds.
- Oversees all Department operating and development budgets with the assistance of the Finance Department. Monitors and amends budgets as needed for proper balances.
- Approves all purchases, changes, invitation to bid and other Department obligation of funds. Awards contracts after reviewing bids.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Bachelor’s degree in public administration or similar field and three years of relevant experience; or any equivalent combination of training and experience.
- Considerable knowledge of budgeting and accounting; working knowledge of property management and real estate; working knowledge of applicable agencies’ policies and procedures.
- Skill in the use of supervisory, administrative and management practices and procedures.
- Ability to communicate effectively orally and in writing; ability to function in a culturally diverse environment; ability to maintain a liaison with other local housing authorities; ability to establish and maintain effective working relationships with others; OR any equivalent combination of training and experience.
- Must possess a valid Montana Driver’s License and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript
3. Copy of current valid driver’s license
4. If Applicable - Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran’s preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040 or personnel@cskt.org

FOR MORE INFORMATION: Contact Jody Cahoon Perez, at 406-675-2700 Ext. #1543