



BRISTOL BAY

HOUSING AUTHORITY

Job Description: Housing Director

Position Classification

Exempt, Full-Time Regular

Position Location

BBHA Offices Dillingham

Organizational Relationship

- Reports directly to the Executive Director.
- Supervises Housing Specialist and the Janitor.

Position Overview

The Housing Director oversees the comprehensive coordination and operation of housing projects, ensuring compliance with relevant laws and regulations. The role includes managing a team, overseeing daily business activities, and ensuring high standards in housing services and client relations.

Key Responsibilities

- **Housing Development Strategy:** Develop and implement comprehensive housing strategies that address the specific needs of the Tribe, ensuring alignment with the community's vision and resources.
- **Operations Management:**
 - Oversee day-to-day operations of housing projects, including policy implementation and regulatory compliance.
 - Manage day-to-day activities, including client relations, housing applications, accounts management, collections, and BBHA property units.
 - Oversee the management of BBHA property units, ensuring efficient rental property operations.
 - Ensure the common spaces of the properties clean.



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- **Financial Oversight:**

- Manage accounts receivable, homebuyer equity accounts, and deed transmission activities.
- Monitor delinquent accounts, manage collections, and oversee eviction processes as required.
- Direct bookkeeping functions in housing software (KANSO), manage rental agreements, and oversee the issuance of checks for monies due to clients.
- Compile and distribute housing statements; prepare financial statements from KANSO.

- **Communication:**

- Collaborate with Tribal Leaders, and the Leadership Team to address the housing needs of the Tribes.
- Serve as a liaison for tenants/homebuyers, handling inspections and inquiries efficiently.
- Ensure Tribes and Tribal Members are provided with customer service when inquiring about BBHA housing programs.
- Attend meetings, conferences, and events.

- **Project Oversight:** Provide timely reports and project updates to the Executive Director regarding BBHA housing stock.

- **Data and Compliance Management:**

- Ensure accurate data entry and reporting in systems like KANSO, USDA MINC & EIV.
- Conduct monthly closeouts of housing data systems, prepare various reports, and monitor compliance with IRHA policies.
- Conduct Current Assisted Stock (CAS) counts and report to HUD.
- Ensure compliance inspections are conducted, and any findings are addressed and reported back to the audit entity.



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- **Stakeholder Engagement:**
 - Actively engage with Tribal Council and community members to understand housing needs and priorities.
 - Promote local housing issues and advocate for resources and policies that support the community's housing goals.
 - In collaboration with the Tribal Development Director and BBHA Tribes;
 - evaluate and determine housing needs through a housing survey.
 - ensure Tribal Members are aware of and understand BBHA programs.
- **Training:** Ensure the housing team is properly trained and receives ongoing education to stay abreast of housing regulations as they pertain to BBHA.
- **Travel:** Travel as approved to support tribal entities in the implementation of housing initiatives and represent the Tribe at relevant meetings and events.

Qualifications

- **Education:** Bachelor's degree in Alaska Native Studies, Rural Development, Tribal Governance, Business, related field, or like experience.
- **Experience:**
 - Proven experience in housing development, community development, or related fields, with a focus on working with Tribal communities.
 - Experience with KANSO system preferred.

Must be able to pass a criminal background check.

Skills, Knowledge, and Abilities

- Experience with the Indian Housing program and familiarity with housing regulations is highly desirable.
- Strong leadership and organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to engage effectively with diverse stakeholders and community members.



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- Proficient in regulatory compliance and change management.
- **Personal Attributes:**
 - Deep commitment to understanding and addressing the unique housing needs of the Tribal community.
 - Strong problem-solving abilities and the capacity to work collaboratively with various entities.

Physical Requirements

- Ability to physically walk, climb, and physically travel to remote communities.
- Required to sit, talk or hear (both in person and via telephone), and use hands repetitively to operate computer.
- May be required to lift up to ten pounds.
- Must be able to pass a pre-employment drug screening.

Working Conditions

- This position may require frequent travel to various tribal communities and engagement with community stakeholders.
 - Must be able and willing to travel in small, unpressurized air craft to travel to area Bristol Bay villages to conduct business with Tribal Councils.
- This position may require in-state and out-of-state travel.
- The role involves both office-based responsibilities and fieldwork in the community.
- Work is performed in an office environment with a quiet to moderate noise level.

Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Housing Director role.

This job description outlines the essential functions and expectations for the Housing Director position, focusing on ensuring the Tribe's housing needs are effectively addressed through strategic planning and community engagement.

Indian Preference in Hiring under PL 93-639