



RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 NEW HOUSING ROAD BAYFIELD, WI 54814
(715) 779-3744 (715) 779-5044 FAX

JOB DESCRIPTION

Position:	Executive Director	Status:	Exempt
Salary:	Negotiable depending upon qualifications – DOQ/DOE; plus benefits	Hours:	Full-time; permanent*
Schedule:	8-hr shifts – Monday-Friday (typically)	Dept.:	Housing Administration
Supervisor:	Housing Board of Commissioners	Location:	Red Cliff Chippewa Housing Authority

JOB SUMMARY:

Performs a wide range of administrative activities, coordinating and directing the Red Cliff Chippewa Housing Authority. To ensure efficient and quality operations and using independent judgment within the framework of the established policies in decisions affecting the Red Cliff Chippewa Housing Authority.

DUTIES AND RESPONSIBILITIES:

MANAGEMENT OPERATIONS:

1. Provides for supervision and management of the Red Cliff Chippewa Housing Authority.
2. Responsible for planning and arranging program evaluations for Red Cliff Chippewa Housing programs with the help of Department Managers and staff.
3. Must maintain strict adherence to the Privacy Act.
4. Participate in discussion with community, community leaders and other interested parties to improve housing.
5. Assist Housing Board in determining unmet needs.
6. Provide Housing Board and Tribal Council with written monthly reports that will include:
 - A. Monthly activities.
 - B. Major changes.
 - C. Problem areas.
7. The Authority shall submit an annual report, signed by the Chairman of the Board, to the Council showing (a) a summary of the year's activities, (b) the financial condition of the Authority, (c) the condition of the properties, (d) the number of units and vacancies, (e) any significant problems and accomplishments, (f) plans for the future, and (g) such other information as the Authority or the Council deem pertinent.
8. Provides for the development of new programs to serve organization and community goals, in collaboration with community partners, local departments, state and federal agencies.
9. Perform any other job-related duties as specified by supervisor and/or Board of Commissioners.

HUMAN RESOURCES:

1. Enforce Housing Policies in a fair and consistent manner.
2. Responsible for documentation of personnel actions according to established policy and employment regulations.
3. Initiate employee recruitment measures according to Tribal Policy and Procedures.
4. Responsible for orientation and training of Housing employees and providing documentation for the personnel files.
 - a. New hires and transfers.
 - b. Ongoing training and development.
5. Maintains appropriate staffing as evidenced.
6. Monitor employee's turnover, overtime, and absenteeism for the department and provides justification as necessary.
7. Demonstrates a desire for good performance by setting work goals and standards for employees.
 - a. Assigns job duties and determines work procedures.
 - b. May advise or assist employees in performing duties when necessary.
8. Receives and investigates employee problems and complaints, taking effective correction action as necessary. Does not retaliate in any manner when an employee exercises his or her employee rights.
9. Conducts and documents employee disciplinary action with appropriate documentation.
10. Ensures all policy and procedural manuals relating to the authority's management program reflect current Authority and HUD regulations.

FINANCE:

1. Responsible for fiscal management of Housing operations to ensure proper utilization of the facility's financial resources.
2. Prepares department budget according to established procedures and submits by date due.
3. Investigates and suggest alternatives to established budget based on the most cost-effective use of resources.
4. Utilizes financial resources within established budget and approved variances and submits any required reports by date due.
5. Pursues cost savings or revenue generation for all Housing programs.
6. Orders supplies and equipment according to policy, approves vendor invoices.

PUBLIC/CUSTOMER RELATIONS:

1. Responsible for positive representation of the Red Cliff Chippewa Housing Authority.
2. Exemplifies personal conduct and management style which reflects an appropriate role model for other employees.
3. Institutes and upholds established behavioral standards.
4. Establishes and maintains a cooperative relationship with employees, Tribal Administration and the general public.
5. Works with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market.
6. Investigates complaints; attempts to resolve problems to restore and promote good public relations.

COMMUNICATION:

1. Responsible for communication within the Housing Office to ensure that information is shared for effective operations.
2. Demonstrates tact, courtesy and a positive approach to communication and interaction with other employees, visitors, and others.
3. Attends and participates in related meetings to further improve the Red Cliff Chippewa Housing Authority.
4. Conduct regular staff meetings to discuss operational problems and/or explains policy and procedural changes.
5. Good writing ability is a plus.

PERSONAL DEVELOPMENT:

1. Responsible for personal development to ensure current knowledge in the profession.
2. Maintains membership in appropriate professional organizations.
3. Attends professional meetings and events within the scope of the budget.
4. Identifies personal and professional areas for improvement and actively seeks out ways to meet personal developmental needs.

SUPERVISORY AUTHORITY: The Executive Director has supervisory authority over all RCCHA staff.

KNOWLEDGE, SKILLS & ABILITIES (KSA):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of Native American tribes and the uniqueness of the Red Cliff Community.
2. Working knowledge of housing or governmental management; working knowledge regarding the Native American Housing and Self Determination Act (NAHASDA);
3. Working knowledge of Fiscal Management; Maintenance Systems; Personnel & Administration in Public or Private Housing.
4. Knowledge of LIHTC Programs (Low Income Housing Tax Credit).
5. Knowledge or experience in working within Tribal government structure.
6. Good interpersonal skills ability to get along well with diverse personalities, staff and general public.
7. Good communication skills, written and verbal.
8. Sound judgment and capability to respond to unusual circumstances.
9. Able to deal constructively with conflict.
10. Ability to plan, coordinate and direct varied and complex operations of clinic.
11. Ability to train, supervise and evaluate the performance of subordinates.

QUALIFICATIONS/REQUIREMENTS:

In addition to the KSAs listed above, we are seeking a candidate who also the following qualifications:

1. Must be at least 18 years of age; be a school graduate or have a GED.
2. B.S. Degree in Business Administration or related field and a minimum of four years' experience in housing administration or highly responsible administrative position.
3. Supervisory staff of 15 employees or more; proven leadership.
4. Must have a valid driver's license, vehicle and appropriate vehicle insurance coverage. Must be eligible to be put on Housing Authority's vehicle insurance policy and maintain driver's eligibility to maintain employment.
5. Must pass criminal background checks and drug screenings.

PERSONAL CONTACTS: Contacts with Tribal Members, Housing Tenants, lenders and bankers, other program/industry representatives on a regular, recurring basis. Contact with other RCCHA and/or tribal departmental staff on a daily basis. Intermittent contact with various government agencies, funding sources, housing tenants and community residents; RCCHA staff. Must be able to work cooperatively with all.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead shelving.

WORK ENVIRONMENT: Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. The position is based in the Housing Authority office located on the Red Cliff reservation in northern Wisconsin.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings. Travel may be both local and nationally.

NOTICES

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

TO APPLY

Submit the following to the identified. Items MUST be submitted in your application package to be considered for this position.

SUBMIT:

- Fully completed Red Cliff Housing Application
- Background Investigation Disclosure/Release
- Resume
- Educational Transcripts/Training Certs
- Cover Letter

SUBMIT TO:

- Red Cliff Housing Authority
- 37645 New Housing Road
- Bayfield, WI 54814
- FAX: 715-779-5044
- ATTN: Tanya Wachsmuth, HR

POSTING: January 22, 2020

DEADLINE: Position open until filled

FOR FURTHER INFORMATION: Contact Tanya Wachsmuth, Human Resources Manager at 715-779-3744, ext. 3503 or via email at twachsmuth@redcliffhousing.org