

KODIAK ISLAND HOUSING AUTHORITY

Ensure safe, decent and affordable housing; creating opportunities for resident self-sufficiency and economic independence.

JOB DESCRIPTION

Housing and Tribal Operations Officer

REPORTING STRUCTURE

Department: Housing
Reports to: Executive Director
Reporting Staff: Housing Management staff, Housing Services Staff

DISTINGUISHING FACTORS

The primary responsibility of this position is to develop and maintain a strong working relationship with the Authorities constituent tribes in order to address Housing and service needs of Tribal members through Authority housing operations. Incumbent will coordinate KIHA's NAHASDA housing activities and Indian Housing Plan (IHP) programs with the Alaska Native tribes who have selected KIHA to be their Tribally Designated Housing Entity (TDHE). As such, this position is responsible for Overseeing and Directing all Participant, Tenant, and Homebuyer operations of the Housing Authority. Assists the Executive Director and Board of Commissioners (BOC) in creating a strategic plan for meeting the identified needs. This includes non-HUD (Enterprise) operations that generate additional resources for the Authority.

Travel by small aircraft or vessel to the remote communities is a requirement of this position.

Position serves as KIHA's Personnel Director with support from the Executive team.

ILLUSTRATIVE TASKS

1. Responsible to develop and maintain a strong working relationship with the Authorities constituent tribes in order to address Housing and service needs of Tribal members as identified by the Tribes and their membership.
2. Responsible for developing and submitting KIHA's Indian Housing Plan (IHP), Self-Monitoring Report, and Annual Performance Report (APR) to Executive Director for final approval prior to submitting to The Office of Native Americans Programs; ensure initial and ongoing compliance with NAHASDA operations and activities.
3. Responsible for developing a written Comprehensive 5 year Needs Assessment (CNA) with each tribe that will address tribal unmet housing needs inclusive of: identifying the condition of the current KIHA owned housing units; a cost analysis of needed improvements to units; and an analysis of other "unmet" housing and community needs such as overcrowding, infrastructure, and the like.
4. Responsible for Housing departments role in implementing the Housing Authority Mission and assisting the Executive Director in operationalizing the mission and other strategic objectives identified by the BOC.
5. Responsible for identifying and pursuing new housing opportunities to include grants such as but not limited to the Indian Housing Block Grant (IHBG) and Indian Community Development Block Grant (ICDBG) at the federal level, and Alaska Housing Finance Corporation, (AHFC) and Rasmussen Foundation at the State level.

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6. Responsible for public relations activities and outreach that ensures effective advertising and marketing of KIHA housing programs to the local market, tribes, participants and stakeholders to maximize utilization by service population and community.
7. This position is a member of the Executive team; position works closely with Executive Director, Officers, and other Directors to achieve mission and objectives.
8. This position acts as the Authority Personnel Director and oversees human resource tasks and activities with assistance from CFO and Executive team; Ensure conditions of hiring, employment, and termination meet applicable federal and state regulations and are performed in accordance with approved policy.
9. Responsible for overseeing all administrative, supervision, and management functions of Housing Department.
10. Ensure development and enforcement of policy and procedures necessary to ensure compliance with HUD requirements and applicable State and Federal laws.
11. Responsible for developing, managing, and monitoring all Housing departments program budgets; Assist CFO in forecasting annual revenue and identifying cost efficiencies and revenue opportunities; Oversee all aspects of tenant accounts receivables and ensure that staff follow Financial control policy.
12. Responsible to exercise judgement and experience in resolving problems in Housing Department within scope of applicable regulations and approved policy; Responsible to provide Executive Director with recommendations and options for issue resolution.
13. Ensure self and staff follow all Authority personnel and employment policies and conditions.
14. Other assignments as directed by the Executive Director.

SKILLS AND COMPETENCIES

- Must have 10 years minimum experience in an administrative position, with responsibility for program development, report and/or policy writing, and program implementation.
- Must have 5 years minimum property or program management experience.
- Must have 5 years minimum management experience in Tribal Governance or programs administered by Office of Native American Programs.
- Bachelor's degree in public or business administration or related field highly preferred.
- Must be highly organized and detail oriented and have exceptional written, electronic, and verbal communication skills.
- Must have the ability to analyze problems, develop solutions, and write comprehensive reports.
- Must be highly organized and capable Managing and Directing staff and operations with minimal oversight.

Priority will be given to Alaska Native applicants in accordance with Section 7(b) of NAHASDA, and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S. C. 1701U) and Regulations in 24 CFR part 135.

COMPENSATION

Status:	Exempt
Salary Range:	54 \$74,879-101,307 DOE
Benefits:	Fringe benefits offered