

- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintains records, prepares reports, and composes correspondence relative to work. Assigns, coordinates, and outline the work methods of subordinate employees.
- Directs and participates in the establishment, administration, and evaluation of programs or services, in conjunction with Tribal Council input.
- Directs and participates in the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operations of the programs.
- Directs and participates in determining needs and to assist in planning, implementing, and evaluating programs.
- Prepares and manages complex departmental budgets.
- Coordinates with resource development staff on funding sources and grant development.
- Develop alternative strategies to address and resolve a variety of issues and problems related to community development and housing.
- Interprets existing and proposed Tribal laws, policies, and procedures as they relate to the department.
- May be assigned to represent LVD at conferences, meetings, or give speeches as necessary.
- Provides support to committees as requested.
- Attend Tribal Council meetings as directed.
- Function as the contracting officer interfacing with financial institutions, property management agencies, attorneys, accountants, general contractors, consultants, etc. as related to the department and subject to Tribal Council approval, as needed.
- Performs other related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or GED
- Must be certifiable as a resident housing manager according to HUD regulations.
- Must be thoroughly knowledgeable of Housing policies, especially the lease agreement procedures and Lac Vieux Desert Housing Ordinance.
- Must be able to travel and attend various housing authority meeting and training sessions across the United States
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of training and supervisory techniques. Knowledge of labor relations.
- Knowledge of employee policies and procedures. Ability to instruct, direct, and evaluate employees.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.

- Ability to organize, evaluate and present information effectively.
- Ability to interpret Tribal laws, rules, and regulations relative to the department. Ability to formulate plans, procedures, and controls.
- Ability to maintain favorable public relations.
- Ability to communicate effectively with others, both orally and in writing. Ability to organize and coordinate the work of others.
- Knowledge of Native American culture.
- Must be able to speak clearly and concisely, deliver presentations to large groups; understand planning and zoning issues associated with Housing an project construction.
- **MUST MAINTAIN CONFIDENTIALITY**

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Public or Business administration field
- At least two(2) years of experience in community planning with an emphasis on housing

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: May 19, 2017