
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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POSTED: February 3rd, 2025 **DEADLINE: February 17th, 2025**

JOB DESCRIPTION

POSITION: **Housing Director**

DEPARTMENT: **Housing**

SUPERVISOR: **Tribal Chairman**

LOCATION: **Watersmeet, MI**

EMPLOYMENT: **Full time**

SALARY/PAY RATE: **\$28.00 - 36.00/Hour**

DESCRIPTION:

The mission of the Lac Vieux Desert Housing Department is to provide Tribal families with housing assistance and housing opportunities while promoting a healthy and safe living environment, creating a sense of community, and building home ownership capacity and economic self-sufficiency. The Housing Director is responsible for the overall planning, development and management of all housing programs and housing projects for the Lac Vieux Desert Band of Lake Superior Chippewa Indians.

MINIMUM REQUIREMENTS:

- Must possess 5 – 7 years of experience in a management role in housing development, community development or affordable housing required. Bachelor's degree in Public Administration or Business Administration may be substituted for 2 years of experience.
- Must possess a working knowledge of the Native American Housing Assistance and Self Determination Act (NAHASDA) and Housing and Urban Development (HUD) is preferred.
- An equivalent combination of education and experience will be considered.
- Must possess a Professional Indian Housing Manager (PIHM) Certification or be awarded such certification within 90 days of being employed.

RESPONSIBILITIES:

- Serves as lead administrator for housing department programs.
- Develop and administer housing department policies approved by the Tribal Council.

- Attends Housing Committee Meetings to provide regular updates on Housing operations.
- Manages Housing Department staff and makes decisions regarding: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning for the housing department staff.
- Responsible for preparing annual department budget, drawdowns, grants management and reporting in connection with Tribal Accounting and other necessary Tribal Departments.
- Oversees and manages professional service contracts for consultants, construction, and development.
- Forecasts, plans, organizes and administers the Indian Housing Block Grant and other housing programs.
- Completes annual Self-Monitoring for Indian Housing Block Grant.
- Assists with the oversight of all housing department construction projects.
- Collaborates with Tribal leadership and others to identify funding sources to support Tribal housing programs.
- Ensures the collection of socioeconomic and other housing-related data.
- Identifies and assists with the completion of housing related grant applications that support the mission of the housing department and the overall objectives of Tribal leadership.
- Researches and identifies public, government, private grant agencies and foundations to identify potential funding sources for Tribal housing services and housing construction projects.
- Represents the housing department at a variety of meetings and conferences.
- Act as a liaison with the U.S. Department of Housing and Urban Development, other governmental entities, private lenders, etc.
- Establishes and maintains a positive working relationship with tribal membership.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Travels and attends trainings and meetings on-site and off-site.
- 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.
- Researches and provides recommendations to Tribal Council on option for management and staffing necessary to oversee LIHTC housing developments.
- Performs other related duties and responsibilities as assigned.

SKILLS:

To perform the job successfully, the selected candidate must demonstrate the following competencies:

- Ability to collect and research data
- Ability to effectively use computer programs including but not limited to Microsoft Office suite and other electronic report management systems
- Ability to designs workflows and procedures
- Ability to gathers and analyzes information skillfully
- Ability to work well in group problem solving situations
- Ability to develops project plans
- Ability to communicate changes and progress to stakeholders and the tribal community
- Ability to complete projects and budgets on time
- Ability to respond promptly to tribal member/housing client needs

- Ability to respond to requests for service and assistance
- Ability to maintain confidentiality
- Demonstrated group presentation skills.
- Ability to balance team and individual responsibilities
- Ability to build morale and group commitments to goals and objectives
- Ability to write clearly and informatively
- Ability to communicate changes effectively to diverse groups of people
- Ability to set expectations and monitor delegated activities
- Ability to inspire and motivate others to perform well
- Ability to inspire respect and trust.
- Ability to include staff in planning, decision-making, facilitating and process improvement
- Ability to develop subordinates' skills and encourage growth
- Continually works to improve supervisory skills.
- Understands business implications of decisions.
- Works within approved budget.
- Shows respect and sensitivity to Native Americans and Native American culture.
- Works with integrity and ethically.
- Supports organization's goals and values.
- Adapts strategy to changing conditions.
- Able to deal with frequent change, delays, or unexpected events.
- Follows instructions, responds to management direction.
- Commits to long hours of work when necessary to reach goals.
- Generates suggestions for improving work.
- Exhibits sound and accurate judgment.
- Prioritizes and plans work activities.
- Treats others with respect and consideration regardless of their status or position.
- Demonstrates accuracy and thoroughness.

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. Native American preference shall apply in accordance with Lac Vieux Desert Policy.

Date Approved by the Tribal Council: May 19, 2017

Date Revised: January 31, 2025