



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS JOB POSTING CLOSING DATE: September 20, 2024

Job Title:	Housing Director
Reports to:	Tribal Administrator
Salary Range:	\$68,000 - \$75,000 Annually
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Salary, Non-Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Oakhurst, CA

JOB SUMMARY

The employee occupying this position is responsible for planning and administering, directing, supervising, and coordinating all phases of the PRCI Housing Department operations, to included operations and maintenance, grant management, housing development, and all regulations related to the Housing Department, and the Indian Housing Block Grant Program (NAHASDA). Additionally, the Housing Director must assess housing needs, develop a strategy, and solidify plans to meet the identified housing needs of the Tribe. The position requires management of PRCI approved housing programs and budgets and/or monitors the work of the qualified specialists.

Essential Duties

- Responsible for maintaining and organizing department records.
- Experience in creating and completing collection data. Must have experience in achieving goals and objectives by completion of data collection.
- Maintain an effective relationship with all office staff, Tribal Members, Housing Boards, and Tribal Council.
- Regional work-related travel required.
- Work alongside tribal, statewide, and federal partners to increase coordination of activities, grants, and events.
- Submit reports as required and respond to Tribal, local, and state needs for grant information as is required to maintain, apply for various federal, state grants for the PRCI housing programs as directed.
- Must plan, implement, and evaluate strategies to comply with various housing programs/grants (i.e. smoke free, drug free, etc.).
- Knowledge, acceptance, and respect of Native American/Native Indian history and culture.
- Abide by the PRCI policies, procedures, and structure.
- Performs other job-related duties as assigned by the Tribal Council/CEDA.

Qualifications

Education

Minimum education required:

- Bachelor's degree in a related field from a college or university.

Work Experience:

Minimum experience required:

- If an applicant does not meet the educational recommendations, they must demonstrate three (3) years or more years of combined education and related experience and/or training, in addition to the experience requirements.

- A minimum of 2-3 years of progressively responsible housing or community development with a tribal, public or private agency, including construction experience.
- Considerable knowledge of the principles of real estate, grant writing and management and experience reading, writing, and interpreting legal documents.
- At least one (1) year of professional experience working with Tribes, Tribal organizations, or Tribal communities.
- Possess valid California Driver's License.
- Pass a pre-employment drug test and background check.

Required Knowledge, Skills, and Abilities

- Knowledge of U.S. Department of Housing and Urban Development, Native American Housing and Self Determination Act (NAHASDA) as it relates to affordable housing projects for purchase development and construction.
- Ability to act as the Tribe's representative to HUD, Federal and state housing programs.
- Ability to plan, develop, and coordinate activities related to housing program activities.
- Knowledge of principles of budget preparation, monitoring, and control.
- knowledge of pertinent tribal, federal, state, and local laws, codes and regulations.
- Proficiency with computer applications (specifically Word, Excel, PowerPoint, and other Microsoft Office Suite programs).
- Strong technical writing skills, including good spelling and grammatical skills and the ability to produce quality work with benchmarks and deadlines met in a timely and accurate manner.
- Excellent interpersonal and professional skills (prioritizes developing relationships with Tribal members, Tribal staff, and Tribal leaders in a friendly, courteous, and collaborative manner.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Ability to work with minimal supervision, exercise initiative, and complete Tribal directives regarding housing programs and policies. Make decisions and provide recommendations to the Housing committee/Tribal Council for compliance with housing programs.
- Knowledge of project development and project management of housing projects.
- Knowledge of rehabilitation and contracting work for housing rehabs.
- Knowledge of federal procurement standards.
- Must operate and maintain confidentiality.

Application Process:

Submit the following:

- Completed Application
- Resume
- Documentation of Higher Education
- Minimum of two (2) paragraphs written narrative of applicants most pertinent housing skills, vision, and experience.
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov



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PRCI Tribal Preference:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

Indian Preference Statement:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

HR Representative Signature

Date