



Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA 02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Housing Director

Department: Housing

Reports To: Office Manager

Status: Full-Time position with benefits

Hours: 35 hours weekly – Monday – Friday 8:30am – 4:30pm

Salary: \$45,000.00 to \$55,000.00 yearly, plus benefits

Open Date: March 9, 2011

Closing Date: April 09, 2011

Summary: Manages plans and coordinates all housing programs, housing projects and the day to day activities of the Housing Dept. to ensure project goals and objectives are met within the prescribed time frames and funding parameters by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Adhere to the Mashpee Wampanoag Tribes' policies, procedures and tribal laws and uphold the Office of Housing Director in compliance with all federal laws and statutes.
- Provide leadership to and take direction from the MWTC and the MWT Housing Commission while facilitating the growth in policy development, project management and program development.
- Forecast, plan, organize, administer and monitor the progress of the Indian Housing Block Grant and other housing grants, public or private funds and programs within the department.
- Plan, organize and coordinate public meetings to communicate the development, progress of the housing programs and community planning developments.

- Develop programs that provide financial assistance to eligible MWT members with housing issues or other issues that may assist the tribal member in maintaining permanent housing.
- Prepare for State and/or Federal Housing programs and other delegated duties, such as training for employees, commissioners and project manager.
- Provide program services for Tribal members including household budgeting, job placement, landlord advocacy and applying for subsidized housing programs.
- Regularly monitors all accounting operations; payroll, purchase orders and budgetary procedures
- Manages all new construction projects and maintenance projects under the housing department and through community planning efforts
- In collaboration with MWTC and the Housing Commissioners the Director will fulfill the long term housing strategy, land use plans, develop site selection criteria for all housing requirements and negotiate the purchase of eligible properties with the available funds under the Mashpee Wampanoag Tribe.
- Forecast, plan and implement housing department manpower needs to meet planned objectives and goals of MWT and its housing depts. short and long range goals and objectives including adequate staffing levels, work/vac. schedules, employee workload and employee training to administer MWT housing projects, programs and services.
- MWT Housing Director attends Housing conferences, such as NAIHC, HUD, NAHASDA, USET and other training programs.
- Consistently maintains professional communications with MWTC, Office Manager, Employees and all applicable Federal & State agencies such as Housing Urban Development (HUD), Indian Health Services (IHS), and the Bureau of Indian Affairs (BIA).
- Establishes and maintains a professional, positive public image for the Mashpee Wampanoag Tribe and its Housing Commissioners. Consistently establishes and maintains a rapport conducive to the promotion of a positive public image and effective employee relations at all times.
- Easily identifies problems, assess solutions, analyzing trends, predicting their consequences, counseling organizational leaders, and implementing planned programs/steps of action, which will serve both the tribal members and the public interest.
- Plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Housing Director will also define the project's objectives and oversee quality control throughout its life cycle.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Collects and researches data; Designs work flows and procedures.

Gathers and analyzes information skillfully; Works well in group problem solving situations.

Develops project plans; Communicates changes and progress; Completes projects on time and budget.

Pursues training and development opportunities

Responds promptly to customer needs; Responds to requests for service and assistance.

Maintains confidentiality

Demonstrates group presentation skills

Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives.

Writes clearly and informatively

Communicates changes effectively

Sets expectations and monitors delegated activities.

Inspires and motivates others to perform well; Inspires respect and trust.

Includes staff in planning, decision-making, facilitating and process improvement;

Develops subordinates' skills and encourages growth;

Continually works to improve supervisory skills.

Understands business implications of decisions

Works within approved budget

Shows respect and sensitivity for cultural differences

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

Qualifications:

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.

Education/Experience:

5 years' experience working in Indian housing development, community development, or affordable housing in a managerial role; must have experience working with HUD, working knowledge of NAHASDA and experience supervising staff. Bachelor's degree in Public Administration or Business Administration is highly desirable.

Language Ability:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's Ability to perform these operations using units of American money and weight measurement, volume, and distance Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Database software.

Certificates and Licenses:

Must possess a valid driver's license

Supervisory Responsibilities:

Directly supervises 3 to 4 employees in the Housing Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the person is regularly exposed to outdoor weather conditions, which at times includes extreme weather and environmental conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand and walk.

The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl and frequently has to walk in mud and water with hip boots or chest waders.

The employee is occasionally required to sit.

Additional Requirements:

Successful candidate must submit to and pass a comprehensive background check and willing to travel for training and site visits

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)