



COEUR D'ALENE TRIBAL HOUSING AUTHORITY

1005 8TH Street • PO Box 267 • Plummer, ID 83851

(208) 686-1927 • Fax (208) 686-7051

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Coeur d'Alene Tribal Housing Authority (CDTHA) is currently seeking qualified candidates for the position of Executive Director. CDTHA is the Indian Housing Authority of the Coeur d'Alene Tribe. Our mission is to develop, implement, and administer projects and programs which benefit Coeur d'Alene Tribal Members with an emphasis on addressing the housing needs of low income families.

CDTHA currently manages 170 low rent and homeownership properties on the Coeur d'Alene Tribal Reservation. The Housing Authority also develops new construction projects and administers rehabilitation programs for both managed units and private homes. There are currently 21 individuals employed by CDTHA.

GENERAL DESCRIPTION:

The Executive Director is appointed by, and directly responsible to, the CDTHA Board of Commissioners (BOC) and exercises control over Housing Authority operations and administration. This challenging position involves a wide range of activities including complex grant and fiscal management, regulatory and policy compliance, construction rehabilitation and development, federal reporting, strategic planning, and staff supervision.

The optimal candidate will have at least 7 years' experience with an Indian Housing Authority and have significant knowledge of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) as currently amended. Additionally, this candidate must demonstrate the ability to work effectively and positively with BOC members and should possess the strong interpersonal skills necessary to build productive relationships with Housing Authority stakeholders, government agencies, and other organizations receptive to collaboration.

SPECIFIC QUALIFICATIONS AND RESPONSIBILITIES:

- Works closely with the BOC to develop goals, objectives, and priorities for the Housing Authority and reports on related progress
 - Identifies community housing needs and determines a course of action that will address those needs
 - Prepares annual budgets for BOC presentation and approval
 - Provides monthly BOC financial reports and narratives on budget activity

- Promotes strong community participation in Housing Authority planning with an effective education and outreach program
- Maintains regulatory compliance with all applicable tribal, federal, state, and local governments and ensures adherence to CDTHA policies
 - Requires a working knowledge of procurement regulation including Tribal TERO, prevailing wage determination, 24 CFR 85.36, 24 CFR 135 (Section 3), 25 U.S.C. 450e(b), and OMB Circular A-87
 - Requires a working knowledge of applicable federal regulation including 24 CFR 1000 (NAHASDA), 24 CFR 1003 (ICDBG), 24 CFR 1005 (Indian Loans), 24 CFR 50 (Environmental Reviews)
 - Evaluates current Tribal laws, regulations, policies, and issues related to Tribal Housing for the purpose of advising the BOC and the Tribe on changes that would provide for the most efficient and effective operation of the Authority
 - Develops and maintains policies and procedures in compliance with regulations and ensure sound business management practices are in place
- Completes and submits mandatory reports on a timely basis
 - Develops the annual Indian Housing Plan (24 CFR 1000 Subpart C)
 - Completes the Annual Performance Report (24 CFR 1000 Subpart F)
 - Submits SF 425 reports on quarterly, semi-annual, and annual basis
 - Completes the ICDBG Annual Status and Evaluation Report (24 CFR 1003.506)
 - Completes the HUD Section 3 Summary Report (24 CFR 1000.42)
 - Completes environmental reviews as required under 24 CFR 50
- Organizes Housing Authority staff and other resources to accomplish Housing Authority goals, objectives, and priorities within budget limitations
 - Translates the goals, objectives, and plans of the Housing Authority into specific and meaningful work assignments for the staff
 - Annually submits a personnel plan, organization chart, and salary scale to the Board of Commissioners
 - Supervises the selection, hiring, supervision and termination of staff; defers to BOC recommendations for the selection of an assistant executive director
 - Specifies the responsibilities, authority, and working relationships among the office staff and ensures job descriptions are accurate and updated
 - Establishes an effective flow of information to ensure that problems can be responsively solved and that support is provided to the staff as needed
 - Solicits the cooperation of the staff by establishing clearly defined performance expectations, reviewing staff performance on a periodical basis, and motivating effective performance with a fair and justly enforced system of rewards and corrective actions
- Acts as the Housing Authority's Contracting Officer
 - Drafts all Housing Authority contracts and initiates a review process for all major contracts of the Housing Authority, assuring the contracts are reviewed by the finance director, CDTHA's attorney, and the BOC when applicable

- Prepares Housing Authority bid documents, oversees its bid process, and monitors all associated project construction
- Manages the negotiation of contracts with vendors, housing related agencies, and community organizations
- Oversees the financial management activities of the Housing Authority, ensuring that internal controls, sound fiscal practices, and CDTHA policies are maintained
 - Plans for and secures an annual financial audit, in conformity with OMB A-133, to be completed and submitted to HUD within 6 months after the end of the related fiscal year
 - Takes immediate corrective action on any material weakness or significant deficiency identified by external or internal audits
 - Initiates and reviews random testing of internal controls and compliance with CDTHA financial policies
 - Approves of all disbursements
 - Monitors all online banking activity
 - Reviews and approves monthly bank reconciliations
- Develops an ongoing program for identifying and applying for grants that support CDTHA strategic goals, objectives, and priorities
 - Directs the usage and modification of the CDTHA client management system (Microsoft CRM) to provide statistical data for grant applications and reporting
 - Presents relevant grant opportunities to the BOC for consideration
 - Ensures that application for selected grant opportunities are made on a timely basis

To apply, please send your resume, CDTHA application, references, and salary history to:

ATTN: Executive Director Position
Coeur d'Alene Tribal Housing Authority
P.O. Box 267
Plummer, ID 83851-0267



COEUR D' ALENE TRIBAL HOUSING AUTHORITY
Employment Application

First consideration for employment is given to those of Native American heritage; all others are given consideration in accordance with the Equal Employment Opportunity Act.

(Please type or print clearly)

Position Applying for: _____

NAME:

_____ Date: _____
Last First MI

Current Mailing Address:

_____ City State Zip

Telephone :() _____ - _____ Social Security # _____ - _____ - _____

Enrolled Tribal member (check box) Yes No Tribe: _____

Spouse/child of enrolled Tribal member Yes No Tribe: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes No (If you are hired by the Tribe, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.)

Are you currently employed? Yes No

May we contact your present and past employer(s)? Yes No

Date available for work: _____

Are you able to travel if a job requires it? Yes No

Answer this question only after reviewing a Job Description for the position you are applying for: *Do you have a physical or medical condition which would limit your capacity for the job?* Yes No

If YES, what can be done to accommodate your limitation? _____

Have you been convicted of a felony in the last 10 years? Yes No

(Conviction will not necessarily disqualify an applicant from employment).

If yes, please explain:

Education

Type of School (High School, College, Business, Trade or Other Type)	Location	Dates Attended	Courses Taken Or Major/Minor	Diploma/Degree Received (Date)

Nonprofessional Licenses or Certificates, including a valid Drivers License (List below)

Type of License	License Number	Expiration Date & State	Granted by (Licensing Board)

Professional Licenses**

Type of License	License Number	Expiration Date & State	Granted by (Licensing Board)

****Applicants applying for positions that require a Professional license must have a current Idaho license. Please attach a copy with your application.**

Prior Work History (List most recent first)

Dates (mm/yyyy)		Name & Address of Present/Last Employer	Rate of Pay		Supervisor's Name and Title	Reason For Leaving
From	To		Start	Finish		
Phone:						
Current/Last Position title:		Status (circle one): full-time part-time on-call other: _____				
Describe in detail the work you performed:						

Dates (mm/yyyy)		Name & Address of Employer	Rate of Pay		Supervisor's Name and Title	Reason For Leaving
From	To		Start	Finish		
Phone:						
Position title:		Status (circle one): full-time part-time on-call other: _____				
Describe in detail the work you performed:						

Dates (mm/yyyy)		Name & Address of Employer	Rate of Pay		Supervisor's Name and Title	Reason For Leaving
From	To		Start	Finish		
Phone:						
Position title:		Status (circle one): full-time part-time on-call other: _____				
Describe in detail the work you performed:						

Attach a sheet if you have additional relevant work experience.

Describe any specialized training and or apprenticeship skills that would pertain to the position for which you are applying:

Describe any job-related training received in the United States Military or other.

List three (3) employment references: (not including any immediate family member)

- 1) _____
First & Last name Telephone number
- 2) _____
First & Last name Telephone number
- 3) _____
First & Last name Telephone number

Authorization and General Release.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge, and understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

I understand that my employment may be conditioned on a background and/or fingerprint check. I authorize, in connection with this application, all corporations, credit agencies, educational institutions, law enforcement agencies, and military services to release information they may have about me to the Coeur d'Alene Tribe and release them from any liability or responsibility from doing so. Further, if necessary, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

I authorize any duly authorized representative of the Coeur d'Alene Tribe to obtain any information relating to my employment activities from my former employer(s). This information may include, but is not limited to, my achievement, performance, attendance, personal history, or disciplinary information. I authorize my former employer(s) to release such information upon request of the duly authorized representative of the Coeur d'Alene Tribe regardless of any agreement I may have had with my former employer(s) to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

In consideration of my employment, I agree to conform to the Tribe's Policies and Procedures, and I agree that my employment can be terminated, with or without cause, and with or without notice, at any time, at either my or the Tribe's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Tribe.

If I am offered employment I agree to submit to a medical examination (if required by the job), fingerprinting (if required by the job), and mandatory drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Tribe and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Tribe the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment will be that I abide by the Tribe's Drug and Alcohol Policy.

Applicant Signature

Date