



A Tribally Designated Housing Entity and Community Based Development Organization for The Mechoopda Indian Tribe of Chico Rancheria, California

Job Description

Job Title: Program Manager

Reports to: Housing Director & Board of Directors

Supervises: None

Salary Range: \$20.00-\$35.00 per hour

Background:

Chico Rancheria Housing Corporation is the Tribally Designated Housing Entity and Community Based Development Organization of the Mechoopda Indian Tribe of Chico Rancheria, California. Chico Rancheria Housing Corporation offers affordable housing programs and services to Federally and State Recognized Native American families.

Position Summary:

Under the supervision of the Housing Director, the Program Manager is responsible for the efficient implementation and management of the Chico Rancheria Housing Corporation's affordable housing programs, services, and activities as authorized by the Ordinance for the Charter of the Chico Rancheria Housing Corporation.

Specific Responsibilities:

Responsibilities include but are not limited to:

- Serve as the Point of Contact and Correspond with Property Management, Vendors, Applicants, and Tenants. Act as the professional support to the Housing Director and serve as acting Director in the absence of the Housing Director with direction from the Board of Directors. Carry out other assigned duties as needed.
- Write and revise assigned policies and procedures subjected to the Housing Director and Board of Directors approval. Enforce all Chico Rancheria Housing Corporation's policies and procedures. Submit written monthly reports to the Housing Director and Board of Directors. Submit written quarterly reports to the Mechoopda Indian Tribe Tribal Council. Attend monthly Board of Director meetings, quarterly Tribal Council/Board of Director meetings, and monthly staff meetings. Travel locally or out of area to attend job related meetings, trainings, and seminars.

- Enforce Chico Rancheria Housing Corporations Admissions and Occupancy policy by reviewing all program participant files for compliance and finalize files for program eligibility. Review and finalize annual/interim income recertification's for program participants. Review and finalize all rent calculations.
- Conduct oversight of affordable housing programs and services within budgetary limitation. Utilize Housing Data Systems to process and document housing programs and services. Attend annual unit inspections with property management. Ensure leases are enforced and rents are collected. Reconcile end of month expense reports; process and issue monthly reports as part of monthly accounting process. Implement tenant incentive programs and coordinate community events when applicable. Programs and Services include: Low Income Rental Program, Lease-to-Own Program, Tenant Based Rental Assistance Programs, Move-In Assistance Program, Owner-Occupied Home Rehabilitation Assistance, Youth Activities Program, and Homebuyer Assistance Program.
- Assist Housing Director in tracking and collecting program data needed for preparing annual grant reports for the U.S. Department of Housing and Urban Development (HUD). Assist Housing Director in maintaining compliance with all HUD management directives and policies. Initiate monthly grant drawdowns.

Minimum Qualifications:

These minimum qualifications would normally be obtained through a completed Bachelor's Degree program (or its equivalent) in Public Administration, Business Administration, or a related field. At least four years of administrative experience in public housing programs or other related work experience is desired as well as knowledge in:

- Public administration
- Finance, Budgeting, and Basic Accounting Principals
- Real Estate and Property Management
- Demonstrate knowledge and ability to understand, interpret, and apply Tribal, Federal, State, and Local laws; and regulations related to public and affordable housing programs
- Demonstrate ability to communicate clearly and concisely both in writing and orally
- Demonstrate ability to plan, implement, and execute scheduled projects
- Assists with obtaining grant funding
- Demonstrate ability to effectively work independently and as part of a team
- Proficient with Microsoft Office
- Demonstrate ability to make sound decisions in a manner consistent with essential job functions
- Must possess a valid driver's license with a good driving record for coverage under the Corporation's insurance policy

Preferred Qualifications:

- Master's Degree (or equivalent) in Public Administration, Business Administration, or a related field.
- Four or more years of progressively responsible experience in Public Administration, Business Administration, or a related field.
- Experience working with Native American communities
- Experience working in a Tribal Government environment
- Knowledge of The Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996

American Indian Preference Provision in Hiring:

Preference in hiring is given to qualified Native American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.

Additional Information:

- Work for this position is conducted in an office setting and occasionally requires outdoor work to be performed. Employees must occasionally lift and/or move objects up to 25 pounds in weight as well as standing, walking, stretching, or similar activities.
- All offers of employment are contingent upon successful completion of background and reference checks; and completion of pre-employment physical.
- Employees may be eligible for employee benefits after 90 days of employment with Chico Rancheria Housing Corporation. Benefits include paid time off, sick leave, health insurance, and 401k plan.