
Chico Rancheria Housing Corporation
A non-profit Tribal Corporation of the Mechoopda Indian Tribe

JOB DESCRIPTION

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| JOB TITLE: EXECUTIVE DIRECTOR | GRADE/RANGE: Salary \$52,000 - \$89,992 | FSLA: Exempt- Executive | REPORTS TO: President/ Board of Directors | SUPERVISES: All Personnel | DATE AMENDED BY BOARD OF DIRECTORS: 01/17/2012 EFFECTIVE DATE: 01/17/2012 |
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GENERAL DESCRIPTION:

The Executive Director derives his authority from and is directly responsible to the Board of Directors for the efficient and orderly management and administration of the Corporation's programs, services, and activities as authorized by the Charter of the Corporation.

TYPICAL DUTIES:

Overall administrative responsibility for planning long range policy and program development for housing services, housing development, and other community development programs and activities within the scope of the Corporation's Charter; Plan, organize, direct and coordinate the activities of Corporation's housing and community development programs, including the Indian Housing Block Grant Program, Indian Community Development Block Grant Program, Lease to Own Program, Low Income Rental Program, Homeownership Assistance Program, Tenant/Student Based Rental Assistance Program, Emergency Housing Program, Owner-Occupied Housing Rehabilitation Program and other similar programs; prepare grant applications for programs and seek out additional funding sources for housing activities; responsible for the development and administration of the Corporation's budget; initiates and prepares the agenda for the Board of Directors and attends meetings; represents the Corporation before other tribal and other governmental agencies; maintains continuing liaison with tribal members, associations, and other public and planning and community development; authorizes purchases as provided in Corporation policies; insure agency compliance with Tribal, Federal, State law and local ordinances as applicable; serve as the Human Resource Director responsible for the overall administration of policies, staffing, evaluation, scheduling and employee compensation; performs related work as required or assigned by the Board of Directors.

PRINCIPAL ACCOUNTABILITIES

- Acts as the professional advisor to the Board of Directors.
- Provides executive leadership in problem solving within the Corporation.
- Provides effective management of the Corporation within budgetary provisions and limitations.
- Maintains continuing effective communications with the citizens of the Mechoopda Indian Tribe.
- Assures that the efforts of staff are cooperative, efficient, and effective and provide complete and competent research, analysis, and proposals for Housing and Community Planning Development.

DESIRED QUALIFICATIONS

Knowledge of: Principles and practices of public administration, including finance, budgeting and accounting; residential construction, rehabilitation and financing; principles, practices and techniques used in real estate and property management; applicable tribal, federal, state and local laws and regulations related to areas of responsibility, in particular Pl. 104-330, *The Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996* as

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amended; research techniques, sources and availability of information and methods of report presentation methods and public speaking; community resources.

Ability to: Develop, implement and direct a variety of housing programs; communicate clearly and concisely, orally and in writing; maintain effective working relationships with others; prepare analytical and complete staff reports, interpret, explain and apply laws, rules and regulations; plan, organize and schedule projects and responsibilities; obtain grant funding; select, train, supervise and evaluate assigned staff.

Experience: Four years of administrative experience in public housing programs or other directly related activities.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in Public Administration, Planning or a related area. A Master's Degree in Public Administration, Planning or a related field is desirable.

Additional Requirements: Possession of a valid California Driver License. A good driving record is necessary for coverage under the Corporation's insurance policy without an additional increase in the Corporation's premium due to a questionable or poor driving history; drug test and criminal history background clearances.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of housing and in various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is occasionally required to stand or walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move objects of up to 25 pounds in weight. Vision requirements for this position include close vision, distant vision, peripheral vision, depth perception, and the ability to focus.

WORKING CONDITIONS

The employee performs job duties in a climate-controlled office under noise conditions that are usually quiet in the office and moderate in the field. While performing the duties of this job, the employee occasionally works in the outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

INDIAN PREFERENCE PROVISIONS IN HIRING

Preference in hiring is given to qualified American Indians in accordance with the Indian Self-Determination and Education Assistance Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification certified by Tribe of affiliation or other acceptable documentation of Indian Heritage.