

**HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION**

Job Title: Housing Administrator
Department: Planning and Administration
Supervisor: Executive Director
FLSA: Exempt
Job Position Key Position

Position Summary:

Establish and implement effective conformity of policies and procedures for all programs and/or departments under the Housing Authority of the Sac and Fox Nation.

Duties and Responsibilities:

1. Assist the Executive Director in developing and revising policies and procedures.
2. Monitor and enforce policies and procedures for all departments within HASFN.
3. Maintains continuous review of HASFN policies and procedures to ensure that compliance is maintained with Federal, state or local laws.
4. Assist the Executive Director in the oversight of an internal control of inventory management and establish uniform procedures that include creating and implementing a database.
5. Assist the Executive Director with overseeing all Housing Authority purchases for materials, supplies, equipment and services with the requesting department.
6. Assist Executive Director and identified staff on completing environmental reviews on all housing units.
7. Prepares and submits timely monthly, quarterly and annual reports for the Executive Director.
8. Performs periodic internal audits to verify internal controls and systems are in place and functioning adequately to safeguard all housing assets.
9. Maintains insurance policies on all Housing Authority vehicles, building, workers compensation and all other applicable property.
10. Assists with the annual audit of Housing Authority records each fiscal year. Responds to questions that may occur before, during and after the audit process.
11. Assist with management, organization, planning and administration tasks to fulfill the Housing Authority operations and objectives.
12. Assists in the development and preparation of the Indian Housing Plan and the Annual Performance Report(s) as requested.
13. Other duties as assigned by the Executive Director.

Knowledge, Skills and Abilities:

1. Have excellent verbal and written skills.
2. Strong interpersonal skills and ability to work well with people from various tribal organizations as well as other organizations.
3. Ability to successfully manage multiple projects.
4. Ability to accurately complete and submit reports and documents within specific time frames.
5. Ability to exercise initiative and sound judgment in carrying out the responsibilities of this position in a professional and business-like manner.
6. Ability to thrive in a small, dynamic team environment.
7. Flexible, able to shift priorities and maintain sense of perspective.
8. Working knowledge of and experience with Tribal, Federal, State and local laws that relate to Indian housing.
9. Must have knowledge of U.S. Department of Housing and Urban Development (HUD), NAHASDA statute and regulations and Indian Housing Authority reporting systems.
10. Strong attention to detail and accuracy.
11. Efficient in Microsoft computer systems.
12. Organization and prioritization skills.
13. Professionalism required.
14. Professional attire and appearance required.
15. Ability to accept constructive criticism in a non-defensive manner.

Qualifications and Experience:

1. Bachelors degree in Business Management or related field required.
2. 2+ years of work-related experience with policy and compliance within Tribal, State, Federal and local programs.
3. Must have a valid driver's license, be insurable and maintain insurability.
4. Indian preference shall be used in the review and selection process.
5. Candidates must pass a criminal background check, drug screening and all other required verifications.

*The Housing Authority of the Sac and Fox Nation is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability, or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates. HASFN will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments.
Native American Preference/EEO/Drug Free/Smoke Free Workplace*

Tribal Preference/Native American Preference/EEO/Smoke Free/Drug Free Workplace
Indian preference applies to all positions, but all resumes will be accepted.

I have read and have a basic understanding of all the duties required for this position. I also understand that this job description does not constitute a contract for employment.

Employee Signature

Date

Executive Director

Date