

Ponca Tribe of Nebraska

NPHA Executive Director Job Description
Approved 05/02/2011



Position:	Executive Director
Division:	Northern Ponca Housing Authority
Department:	Administration
Reports To:	Northern Ponca Housing Authority Board of Commissioners
Location:	Norfolk
Exempt/NonExempt:	Exempt
Salary:	Dependent upon qualifications and experience
Classification:	Full Time

Summary:

The Executive Director is appointed by and responsible to the Board of Commissioners and is charged with providing leadership, overall direction and administration of the operations of the Housing Authority. The Executive Director is responsible for interpreting and applying the policies of the Board of Commissioners. The Executive Director is also responsible for establishing and implementing procedures for the various activities of the Northern Ponca Housing Authority. The Executive Director will assist the Board of Commissioners in developing short and long-range goals for the organization and evaluating Housing Authority activities.

Essential Responsibilities and Duties:

1. Develops and gains Board approval for the goals, objectives, and priorities of the Housing Authority.
 - Determines the priority housing needs of the community and determines what approaches should be taken to meet these needs
 - Assures the effective participation in the community through an active outreach and education program
 - Develops and maintains effective relationships with all external housing-related agencies and activities, business organizations, and the general public with respect to the Housing Authority.
2. Directs and reviews the development of a housing plan, programs and organizational budget.
 - Identifies and prepares program goals and objectives, and presents them to the Board for approval.
 - Prepares annual budget and grant applications for review by and approval of the Board.
 - Oversees preparation of the budget and presents to Board of Commissioners for approval. Presents monthly verbal reports, and monthly financial statements to the Board.
 - Understands and ensures compliance with all applicable HUD regulations, and Tribal, federal, state, and local laws.
 - Maintains compliance with all applicable policies, regulations, and special conditions.
3. Organizes the staff and other resources in carrying out the Housing Authority programs within budgetary goals and objectives.
 - Submits personnel plan, organization chart, positions, and salary scale annually to the Board of Commissioners.

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- Selects, hires, and supervises staff. Defers to recommendations of BOC for selection of Deputy Director (or similar position).
 - Specifies the responsibilities, authority, and working relationships among the office staff. Ensures that each subsequent management level performs this function for its subordinate staff.
 - Supervises the negotiation of contracts with vendors, housing related agencies and community organizations.
 - Presents negotiated contracts for Board approval or, within delegated authority, executes contracts on the behalf of the community Housing Authority.
4. Leads the staff members in the performance of their assigned duties and responsibilities.
 - Translates the goals, objectives, and plans of the Housing Authority into specific and meaningful work assignments for the staff.
 - Assists the staff in understanding the importance of their individual assignments and how each contributes to the overall success of the program.
 - Utilizes Tribal Council Human Resources Department for human resource processes—hiring, performance review, employee benefits, etc. Selects competent applicants, identifies and provides effective job orientation and on-going training for staff.
 - Ensures that adequate organization, plans, procedures, and controls are employed at each level of the Housing Authority to facilitate the proper execution of all assignments and responsibilities.
 - 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.
 5. Administers the day-to-day activities of the Housing Authority through delegation to appropriate staff.
 6. Builds and maintains positive relationships with workers and the public using principles of good customer service.
 7. Represent the organization to outside agencies and organizations as appropriate; participate in outside community and professional groups and committees as appropriate; provide technical assistance as appropriate.
 8. Research and prepare technical and administrative reports; prepare written correspondence.
 9. Directs, studies, and prepares recommendations about program for Indian Housing.
 10. Leads efforts to develop Indian Housing Plans and Annual Performance Reports.
 11. Reveiw[s] and updates census and vital statistics data to ensure IHBG formula utilized by HUD is accurate. Challenge HUD as necessary.
 12. Oversight of Low Rent and Homeownership programs, ensuring compliance with HUD policies and regulations as they apply to tribally designated housing entities. Responsibility includes occupancy and maintenance protocols, addressing and resolving complaints and ensuring leases are enforced and retns are collected and accounted for.
 13. Works closely with Development Section to develop a strategy to procure additional grant funding opportunities to leverage NPHA resources.

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14. Develops and secures community support for the objectives of the Housing Authority.

- Negotiates with local agencies and business organizations to support the needs of tenants and homeowners.
- Ensures community awareness of the Housing Authority mission, goals, objectives and operation by initiating and supervising an active public information program.
- Supports the Board and its committees in carrying out their responsibilities by providing required information.
- Develops and maintains collaborative community relationships: ability to work with diverse groups.

15. Other duties as assigned by BOC.

Relationships and Authority:

The Executive Director reports directly to the Chair of the Board of Commissioners. The organizational chart of the Housing Authority depicts the relative position of the Executive Director to that of other staff.

Working Environment and Physical Demands:

Professional office environment.

Qualifications:

Minimum:

Knowledge of:

1. Principles and practices of Indian Housing Programs and management.
2. Principles and practices of personnel management and supervision.
3. Principles and practices of tribal governments and administration.
4. Principles and practices of community programs and organizations.

Ability to:

1. Interpret and understand Native American housing needs and problems.
2. Demonstrated ability to work effectively with Native Americans and culturally diverse environments
3. Work cooperatively with employees, clients, and the public.
4. Communicate orally with co-workers, customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings.
5. Comprehend and make inferences from materials written in the English language.
6. Produce written documents in the English language using proper sentence structure, grammar, spelling, and punctuation.
7. Perform a broad range of supervisory responsibilities over others.

Bachelor degree in public or business administration, planning or a related field, or equivalent experience;

Five years of supervisory experience, including multi-level staffing:

Three years of supervisory experience and knowledge of human resource planning and employee evaluation procedures;

Knowledge of the procedures involved in the budgeting and expenditure of public funds;

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Demonstrated exceptional customer service and interpersonal skills with all;

Demonstrated leadership experience;

Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs;

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable;

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks;

Able and willing to travel.

Preferred:

Five years of progressively responsible management and budget administration experience for a broad range of housing services such as urban development, housing finance, housing development, housing maintenance programs and implementation of assisted and affordable housing programs or other affordable rental housing;

Five years experience in managing an Indian Housing Authority;

One year experience working with Native Americans or Native American organizations;

Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act and Indian Health Services programs;

Master degree in public or business administration or a related field;

Five or more years in Tribal administration;

Previous grant writing experience;

Five or more years experience in developing and maintaining inter-governmental relationships and agreements when deemed necessary.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Board of Commissioners Approval: 5/2/11