



TAOS PUEBLO HOUSING JOB DESCRIPTION

JOB TITLE: Executive Director
PAY GRADE: E8
FLSA STATUS: Exempt
DEPARTMENT: Administration
REPORTS TO: Taos Housing Board of Director

GENERAL PURPOSE:

Plans, supervises, oversees, manages, implements, monitors, and evaluates all Taos Pueblo Housing Program activities in accordance with established policies, tribal laws, Indian Housing Plan, and applicable federal laws and regulations. Operates and maintain activities to enhance the quality of life by providing, safe, sound, and affordable housing and good quality homes for members of Taos Pueblo.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Oversees the management of personnel, which includes work allocation, time approval, hiring, training, disciplinary action, orientation, and problem resolution; evaluates performance and approves personnel actions; motivates employees to achieve peak productivity and performance.

Develops measurable performance expectations for assigned staff according to department goals and objectives.

Establishes, implements and communicates goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.

Hosts regular staff meetings to ensure communication between personnel and program related activities.

Achieves financial objectives by preparing and administering annual budget; presenting and justifying budget recommendations to Board of Directors.

Interacts with employees on routine required reporting and performance measures.

Develops updates and implements strategic and operational processes for organization with assistance from management team.



Prepares Taos Pueblo's Five Year and Annual Indian Housing Plans with the Board of Directors. Develops new housing opportunities and explores leveraging resources to secure new funding for new housing programs.

Maintains positive relations with community members, communicates with local, state, regional, and outside agencies and associations; acts as a representative of the Pueblo.

Compiles and distributes the housing annual report; plans and conducts a public relations campaign designed to promote local understanding and acceptance of the housing programs.

Represents the Housing Department in all matters involving contracts which includes contracts with federal or local agencies and contractors on all administrative matters and contract work.

Acts as the principal contact with the Housing and Urban Development (HUD) for administering the terms of the Contract, implementing policies and procedures as required by HUD.

Prepares or reviews the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.

Monitors construction progress and worksites for safety hazards and corrects such hazard and/or violations.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Business Administration or related field. Seven years management experience and five years in a supervisory capacity. Experience preparing technical reports, grant writing, quality assurance documents and creating and managing budgets. Knowledge of the Taos Pueblo community preferred. Knowledge of Housing Program Management. Certified Housing Manager from a HUD-approved certifying organization preferred. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo Housing reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of social economic problems related to housing, health, and education of low-income groups.
- Knowledge of management theory, principles, and practices.



- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in planning and organizing projects.
- Skill in reading blueprints.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations response to questions.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee frequently is required to sit and stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is performed mainly in an office and indoors. Some work is performed outdoors with moderate to loud noise levels. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.



EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo Housing as the needs of the employer and requirements of the position change.

Employee's Signature

Date