



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Community Development Director
Department: Community Development Department
Supervised by: Tribal Administrator
Pay Range: T-11, \$30.90 - \$43.26/hr. (\$64,272.00 - \$89,980.80 annually) DOQ
FLSA Status: Exempt; Salaried

Position Summary: Under general direction of the Tribal Administrator, to perform a wide variety of complex professional work in administering the Community Development Department (CDD), including areas relating to various housing programs, community planning, budget preparation, grants/contract administration, and, analysis of organizational, staffing, and financial priorities for the CDD; and, to perform related work as required.

Responsibilities:

- Ability to plan and administer a department budget; direct, coordinate and analyze varied Tribal programs; maintain cooperative and effective working relationships with Tribal Council members, other tribal staff and actions necessary to resolve problems; communicate effectively, both orally and in writing; maintain confidential relationships and information; plan, direct and coordinate the work of others.
- Represents the Community Development Department on Construction matters such as: employment conditions, change orders, contractor's payments and inspections.
- The Director implements the NAHASDA Indian Housing Plan and the Bureau of Indian Affairs (BIA) Housing Improvement Program (HIP). The individual reviews Federal and other applicable legislation and regulations governing the operation of the CDD housing program and keeps the Tribal Administrator and Tribal Council informed. The Director is also responsible for the preparation and submission of Contract Closing Documents as needed.
- Oversees the administration of the low income tax credit housing program.
- The Director functions as the coordinator for CDD with financial institutions, architects, engineers, consultants, and other outside services which CDD conducts business with.
- Develops operating procedures consistent with the Bishop Paiute Tribal Council's adopted policies governing the actions, procedures and goals of the CDD.
- The Director prepares, presents, monitors and controls CDD's annual operating budget. Is responsible for the timely submission of all required CDD and Tribal Council reports, plans, budgets, and delegates duties to the appropriate staff or professional service provider, to complete such required work, (i.e. auditors, accountants, consultants, architects, engineers, etc.).
- The Director directs CDD staff in the day to day operations of the organization including the resolution of personnel, fiscal, development, public relations, community and participant challenges relative to the operations and functions of CDD.
- The Director works closely with other Tribal departments and agencies as well as outside agencies at the community, regional and national level. S/he procures necessary professional services related to the development and implementation of NAHASDA and HIP Programs.
- Reports to Tribal Council and Tribal Administrator regarding the progress and development of the housing programs that are underway and prepares grant applications for the funding of new construction units and rehabilitation projects.
- Accomplishes other tasks as assigned.

Supervisory Responsibilities: Project Managers, Construction Foreman, Office Staff

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills— maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things
- Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—is consistently at work and on time, follows instructions, responds to management's direction and solicits feedback to improve performance.
- Organized—keeps clean and organized workspace and projects.
- Motivated—inspires self and others to get the job done and follow through on tasks.

Experience and Education:

- A minimum of a Bachelor's Degree with experience related to the responsibilities of this position or five years of specific experience in Indian Housing programs including a minimum of three years of management experience.
- Experience in administration of the low income tax credit housing program preferred.
- Experience in the administration of multi-million dollar, government funded programs with strong business and communication skills preferred.
- Knowledge of Principles and practices of tribal governmental organization, budgeting and administration; federal grants management, especially in housing areas; principles and techniques of systems and procedures analysis; supervision, training, and performance evaluation; applicable Federal, State and local laws, rule and regulations pertaining to Tribal government.

Other Requirements:

- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public citizen practice or confidentiality.
- Must possess a valid California Driver's License and be insurable under Tribe's insurance.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.