

HOUSING AUTHORITY OF THE SAC AND FOX NATION
POSITION DESCRIPTION
JOB ANNOUNCEMENT DATE: 9/6/13 TO 9/13/13

POSITION: Housing Management Director
DEPARTMENT: Housing Management
SUPERVISOR: Executive Director
SUPERVISES: Tenant Account Specialist
Inspector
Field Counselor
Maintenance Tech I
Maintenance Tech II
FLSA: Exempt

Position Summary:

To provide housing management services to all homeownership and rental housing in inventory pursuant to HUD/NAHASDA and Housing Authority Policies and procedures.

Duties and Responsibilities:

- Responsible for management of Mutual Help, Lease Purchase and Low Rent housing in the organizations housing inventory
- Knowledge of rules and regulations governing Native American Housing Authority programs and services
- Performs duties in accordance with NAHASDA regulations and program guidance and housing authority policies and procedures
- Assist in development of policies and procedures that affect the efficient and effective operation of the housing management department
- Assist in the planning, development and implementation of housing management services outlined in the IHP/APR
- Develop and provide training to homebuyers in Federal regulations, MHO Agreements, housing authority policies, upkeep and maintenance, personal budgeting, and related activities to ensure housing unit is properly maintained
- Establish and maintain a confidential recordkeeping system for applicant files and records
- Establish and maintain files and records of all field counseling sessions, mandatory counseling sessions, court cases and related legal proceedings
- Updates waiting lists to ensure Sac and Fox tribal members receive preference in selection process
- Assist in the determination of applicant eligibility
- Maintains waiting list of eligible applicants
- Selects eligible applicants when housing unit become available
- Notifies applicants of selection and approval
- Provide tenant orientation on their responsibilities and obligations prior to entering into a lease agreement

- Compute payments for annual re-certification
- Conducts annual recertification counseling
- Process delinquent accounts
- Schedule mandatory counseling for non-compliance of agreements
- Negotiates payback agreements
- Enforce housing authority collections policies
- Implement administrative remedies prior to any legal and court actions
- Files legal notices – termination, vacate, force entry, and eviction
- Represent housing authority in any legal or court proceedings
- Insures vacant units are properly inspected, renovated
- Coordinates inspections, repairs, maintenance with Force Account and Maintenance Department
- Coordinates warranty inspections, maintenance and repair of defects on housing units to prevent deterioration of unit
- Directly supervise Tenant Account Specialist, Field Counselor, and Maintenance Crew
- Undertake other duties as assigned by Executive Director

Educations/ Qualifications:

- High School diploma and at least two years of experience in Housing Management or Course work in Public or Business Administration.
- Knowledge of HUD/NAHASDA regulations.
- Must have working knowledge of Microsoft Word, Excel Housing Data Systems and/or willingness to learn good communications skills both verbal and written.
- Type 45 wpm and profile
- Willing to work some flexible hours in order to provide assistance to homeowners and some housing functions.
- Must be able to communicate and relate to Native Populations.
- Must possess a valid Oklahoma Driver's License and be insurable.

How to Apply:

- Applicants **MUST** submit an application and resume when applying.
- Application and Job description can be picked up at 201 N Harrison Ave, Shawnee, Oklahoma, NO phone Calls.
 - Applications must be complete to the best of your knowledge.
 - Please do not leave blanks. If question does NOT apply to you please write N/A.
- Applications can be turned in at the 201 North Harrison Ave, Shawnee, OK. during regular business hours of 8:00 A.M. to 4:30 P.M. Monday- Friday.
- Applicants **MUST** provide a copy of a current Driver's license.
- If applicable, please provide a tribal ID or CDIB card.