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Y.P.T.H.A.



## **EXECUTIVE DIRECTOR**

### **JOB POSITION ANNOUNCEMENT**

#### **YERINGTON PAIUTE TRIBAL HOUSING AUTHORITY**

**POSITION:** Executive Director

**WAGE:** \$25.00-\$35.00 per hour DOE/Full time

**SUPERVISOR:** YPTHA Board of Commissioners

**FILING PERIOD:** **Until Position is filled**

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#### **POSITION SUMMARY:**

Under policy direction of the Yerington Paiute Tribal Housing Authority ("YPTHA"), to be in charge of operations, functions, and administrative affairs of the Housing Authority; to represent the housing, policies, and programs with employees, community organizations and the general public; to prepare budget requests and make recommendations to the Board on final expenditure levels; to be responsible for proper administration of grant funding; to be responsible for development; maintenance, and improvement of Housing Authority properties and services; and to do related work as required. Responsible for the overall management and development of housing programs utilizing the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA).

#### **PRINCIPAL DUTIES:**

1. To plan, organize, direct and coordinate all operations and management activities of the Housing Authority including development, occupancy, financial and administrative function.
2. Coordinates housing development activities and implements and administers the budget for the Indian Housing Block Grant (IHBG) and manage any funding sources as received.

3. Maintain contact with appropriate branches of Housing and Urban Development (HUD) to ensure compliance with NAHASDA program guidelines, regulations and applicable OMB Circulars, etc.
4. Develop, amend and recommend policies for adoption to the Board of Commissioners and to meet local conditions.
5. Administers policies and practices established by Board of Commissioner action.
6. Take on all Development Coordination duties as assigned.
7. Prepares the Indian Housing Plans and Annual Performance Reports for HUD, the Board of Commissioners, and Tribal Council.
8. Responsible for all program budget controls, financing, investments, procurement, dispositions and personnel matters.
9. Responsible for planning, organizing, directing, supervising, and managing all functions arising in the course of new housing development, management, and renovation programs, in compliance with established policies.
10. Meet with Tribal members to explain YPTHA programs, what they are, how they are designed and how it all works.
11. Implements all orders and resolutions of the Board of Commissioners.
12. Responsible for the employment and termination of YPTHA staff, in compliance with approved, established policy.
13. Participate in selection, training, evaluation of staff, and discipline for all staff.
14. Coordinate staff activities; delegate work among employees; discuss and resolve employee complaints and problems.
15. Create and establish programs that allow employees to become more qualified in areas relative to their position within the YPTHA organization (certifications, education).
16. To serve as principle advisor to the Tribal Council on all matters of administration and consult with them on management and administrative problems.

**REQUIREMENTS AND QUALIFICATIONS:**

1. Bachelor's Degree and/or three years' work experience in Indian Housing.
2. Experience in community development in order to work with local departments.
3. Background that includes responsibility for formulation and implementation of programs, budgets and administrative operations.

4. A working knowledge of NAHASDA, to ensure that YPTHA's programs are in compliance with HUD regulations.
5. Ability to establish and maintain effective communication with the public as well as federal and state agencies.
6. Knowledge of property management, new housing developments and construction.
7. General knowledge of economic, social, educational and cultural trends in the Indian community.
8. Grant writing experience helpful.
9. Ability to supervise the work staff, and to plan, organizes, communicate, and direct a work program of considerable variety.
10. Ability to speak and write effectively, and prepare clear, concise and complete written reports.
11. Must have a valid driver's license and provide a copy of DMV driving record (3 yrs).
12. Must have a High School Diploma or GED.
13. Must maintain confidentiality of all files and accounts of YPTHA's programs.
14. Sensitivity of the Native American culture and traditions, customs and socioeconomic needs of our Native American community.
15. Must have the capacity and willingness to accept responsibility Must be bondable and Must be substance abuse free.
16. Must submit to pre-employment and random drug tests as required YPTHA personnel policies and the Federal Drug Free Workplace Act of 1988, with satisfactory results.
17. If a housing participant, must be in 100% compliance of housing program at all times.

#### **PREFERENCE**

Preference will be given to qualified Native American applicants, as provided in Section 7(b) of the Indian Self Determination and Education Assistance Act.

#### **APPLICATION**

Applications are available at the YPTHA Housing Office during normal business hours at:

**Yerington Paiute Tribal Housing Authority  
31 West Loop Road  
Yerington, Nevada 89447**

Failure to complete all applicable parts of the employment application will remove the applicant from consideration for this position. THE APPLICANT IS RESPONSIBLE TO COMPLETE AND RETURN THE EMPLOYMENT APPLICATION BY MAIL OR IN PERSON, TO THE STATED YPTHA ADDRESS.

