

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: June 18, 2024

CLOSING DATE: July 1, 2024

Housing Director

JOB STATUS:

Title: Housing Director
Career Field: Director
Pay Range: \$31.38 - \$43.64 per hr.
Category: B
Status/Term: Exempt, Full-time

LOCATION:

Penobscot Nation
Housing Authority
Classification: Full-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

High School Diploma or GED required. Minimum of four-year (4) Bachelor’s Degree in Business Administration or Public Administration, or related area is required. Solid understanding of financial matters, including contracts, lease purchase agreements, home loans, governmental accounting methods and procedures, budgeting, and financial management and planning is required. Knowledge of Native American Housing Assistance and Self-Determination Act (NAHASDA) and DHUD regulations required. Ability to evaluate, write, revise, and implement DHUD Housing policy and procedures required. Computer proficiency in spreadsheets, database, and word processing required. Knowledge and experience in accounting software required. Must possess excellent oral and written communication skill. Demonstrated ability to plan, analyze, budget, organize, control, report and supervise effectively required. Knowledge of housing construction, renovation, repair, and maintenance useful. Minimum of five (5) years administrative experience at managerial/supervisory level with three (3) years’ experience in finance and accounting.

Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at **<https://www.penobscotnation.org/departments/human-resources/employment-opportunities>**
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Housing Director

Department: Housing Department

Reports To: Tribal Chief

Rate of Pay/Category: \$31.38 – \$43.64 / B

Status/Term: Full-time, Exempt

JOB SUMMARY:

The Housing Director is a highly responsible administrative position in the planning and execution of various activities necessary to efficiently operate the Penobscot Nation Housing Authority. The Housing Director is responsible for providing decent, safe, sanitary housing for low-income tribal member since accordance with Department of Housing and Urban Development guidelines and regulations.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Manages fiscal affairs of the Housing Authority, prepares annual budget, monitors expenditures, and prepares periodic and special reports. Arranges for independent annual audit.
- Assures that conformity and compliance with Tribal ordinances, Housing Authority policy, DHUD and NAHASDA regulations, and Code of Federal Regulations (CFR 24 – CFR 25) are met.
- Initiates and oversees the development of grant application, proposals, and contracts relating to the Housing Program.
- Develops and/or revises housing policy and procedures and then implements them once they have been approved by Housing Board of Commissioners and Tribal Council.
- Assumes responsibility for management and supervision of all Housing Authority staff.
- Maintains close contact with private and public agencies in matters relating to Housing Authority activities.
- Promotes public relations within the community and at the State and Federal levels.
- Confers with construction officials, receives proposals, discusses costs and time schedules and submits estimates of new construction to the Housing Board of Commissioners together with related information and recommendations based on feasibility and budget requirements.
- Serves as contract officer for all projects and assures bid process in accordance with regulations. Assures federal regulations and Housing Authority policy and procedures are administered in a fair, objective and impartial manner.

- Assumes responsibility for the management of the existing housing stock, ensuring the current homes and other buildings are maintained in a decent, safe, and sanitary condition. Ensures that preventive maintenance schedules are performed for existing housing stock.
- Assumes responsibility for the inspection of dwellings to ensure dwellings maintained in an acceptable manner and habitable condition.
- Prepares reports for the Housing Authority and Tribal Council as required.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Other related duties as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or GED required. Minimum of four-year (4) Bachelor's Degree in Business Administration or Public Administration, or related area is required. Solid understanding of financial matters, including contracts, lease purchase agreements, home loans, governmental accounting methods and procedures, budgeting, and financial management and planning is required. Knowledge of Native American Housing Assistance and Self-Determination Act (NAHASDA) and DHUD regulations required. Ability to evaluate, write, revise, and implement DHUD Housing policy and procedures required. Computer proficiency in spreadsheets, database, and word processing required. Knowledge and experience in accounting software required. Must possess excellent oral and written communication skill. Demonstrated ability to plan, analyze, budget, organize, control, report and supervise effectively required. Knowledge of housing construction, renovation, repair, and maintenance useful. Minimum of five (5) years administrative experience at managerial/supervisory level with three (3) years' experience in finance and accounting. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

Continuous need of visual attention, dexterity, and coordination in operation of office equipment, computer terminals, etc. Physical effort is involved in about 50% of the work period.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.