

Tribal Job Announcement:

January 28, 2010

JOB TITLE: Housing Director
DEPARTMENT: Housing Department
REPORTS TO: Tribal Administrator
AVE HOURS PER WEEK: 40

Job Summary: Under the direct supervision of the Tribal Administrator, this position is responsible for the coordinating, directing, managing, organizing and planning of all Tribal and Housing and Urban Development (HUD) activities and operations of the Housing Department. This position is responsible for the development, enhancement, expansion and management of all Tribal housing programs on and off of Tribal lands. This position is also responsible for all activities of the Housing Department in compliance with adopted Tribal ordinances, policies, and NAHASDA and its' implementing regulations and all other applicable laws, regulations and requirements.

Qualifications:

- Bachelor's Degree in Business Administration or Public Housing Administration or related field is required. Three years experience in management/supervisory experience required. (Or any equivalent combination of relevant education, experience, and training that demonstrates the knowledge, skills and abilities to perform the above described duties.)
- Ability to work independently within the scope of delegated authority and established policies and guidelines in cooperation with others.
- Excellent organizational skills with the ability to identify goals, objectives, and resources and the capability to formulate and evaluate plans to reach goals and objectives and to manage resources.
- Excellent oral and written communications skills and the ability to apply these skills to a wide variety of projects, including technical writing and editing.
- Sensitivity to and respect for the values and culture of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians.
- Must be willing to complete National Incident Management System (NIMS) training for NIMS certification as arranged by the Tribes.
- Valid Oregon driver's license, adequate transportation, and eligibility to operate GSA vehicles required. This position may include providing transportation for Native and non-Native American clients in Tribally owned or the employee's private motor vehicle(s).
- Position subject to pre-employment drug testing, criminal history background check and finger printing.
- Indian preference will be observed in hiring process.

Salary & Benefits:

\$39,520.00 (\$19.00/Hr.) - \$58,240.00 (\$28.00/Hr.) DOE.

Full time with benefits including employer paid medical, dental, short and long term disability and life insurance, 401(k) Deferred Compensation plan, with paid holiday, vacation and sick leave. Hours: Generally Monday through Friday, 8:00 a.m. through 5:00 p.m., with occasional evening and weekend meetings, out-of-town travel, field work, etc. Position serves CTCLUSI' Tribal members in the five county service area including programs at the Florence and Springfield Offices, but office and department is located in Coos Bay, Oregon.

If interested in making application for this position, please send application, cover letter, and resume by February 19, 2010 to: Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, Attn: Director of Human Resources, 1245 Fulton Avenue, Coos Bay, OR 97420. Applications are available at the Administration Bldg. or on line at: www.ctclusi.org. If you have any questions, please do not hesitate to contact: Tim Cummins (541) 888-7523. (Position description available on request.)