



Pride of the Ojibwe

13394 W Trepania Road
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*** Job Announcement ***

Housing Authority Executive Director

POSTING DATE: August 21, 2024
CLOSING DATE: Open until filled
SALARY: Negotiable (D.O.Q.)
LOCATION: LCO Housing Authority
SUPERVISION: LCO Housing Board of Commissioners
DEPARTMENT: LCO Housing Authority
ADMINISTRATION: LCO Housing Authority Policies and Procedures

Position Summary:

Under the general direction of LCO Housing Authority Board of Commissioners, performs administrative duties in the planning, research, organization, budgeting design and resource development of low-income housing projects and programs; performs related work as required or assigned.

Qualifications:

1. Mature Adult.
2. Tribal Preference applies.
3. Bachelor's Degree in Business Administration, Public Administration or a minimum of seven (7) years experience in the field of Indian Housing Program Management, preferred.
4. Minimum of three (3) years supervisory experience preferred.
5. Working skills in the use of personal computers and other office equipment.
6. Participation in professional development, technical training or other related training opportunities relative to Housing Management.
7. Performance of all duties in a professional manner.

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8. Willingness and ability to work flexible days and hours as needed to accomplish the goals and objectives of the LCO Housing Authority.
9. Must be capable of carrying out the goals, mandates and regulations of the Housing Authority and the Federal Government.

Required Skills, Knowledge and Abilities:

1. Considerable knowledge of theories, principles and practices of public and private housing management, HUD regulations, policies and procedures.
2. Must possess strong leadership ability.
3. Must demonstrate oral and written communication skills.
4. Must possess supervisory skills and capable of managing an office of thirty (30) or more employees.
5. Must possess excellent interpersonal skills and ability to relate well with tenants and community members, Tribal, Federal, and State officials.
6. Ability to maintain program confidentiality with regard to tenant files and program records.

Duties and Responsibilities:

1. Oversee the operation and management of all Housing Authority programs to include administrative, finance, grants, occupancy, development, and maintenance.
2. Maintains an open and active relationship with the Board of Commissioners and the Tribal Governing Board, Tribal staff and assist the Board of Commissioners in developing policies and procedures impacting the Authority's goals and responsibilities.
3. Provides technical assistance and information to tribal officials and staff regarding projects and planning activities.
4. Ensures compliance with Tribal and HUD policies/requirements; prepares and administers departmental budget; oversees the preparation of cash management reports to ensure accountability of funds received/disbursed.
5. Ensures all facilities are maintained in an operational status.
6. Submits required reports to the Tribal Governing Board, Board of Commissioners, HUD and other governmental agencies.
7. Prepare the Authority's annual report as required by Tribal Ordinance.
8. Prepare written agenda and material for Board meetings.
9. Must provide incoming Board Members with training relative to policies, procedures, regulations and major documents governing the Housing Authority.
10. Conducts the Authority's procurement and disposition activities; prepares bid offerings as appropriate; analyzes bids and recommends acceptance to the Board.
11. Maintains official records of the Authority.
12. Performs other duties as may be assigned by the Housing Authority Board of Commissioners
13. Must be able to pass a pre-employment drug screen.
14. Must be able to pass a background check.

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Application Procedure:

Submit **complete** LCO Employment Application, resume, cover letter, at least three (3) **personal references letters**, and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
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HR Fax (715) 699-1209
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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***