

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## Vacancy Announcement

The Karuk Tribe Housing Authority is now accepting applications for the positions of:

### *KTHA – Executive Director*

This is a full time position based in Happy Camp at the Karuk Tribe Housing Authority.

The Executive Director (ED) of the Karuk Tribe Housing Authority will work under the general direction of the Board of Commissioners (BOC). The ED is the Chief Administrative Officer of the Karuk Tribe Housing Authority (KTHA) and is responsible for implementing the Indian Housing Program. The ED is directly responsible to the BOC and implements the policies of the KTHA BOC in all areas of operations. The ED is the coordinator for the BOC in dealing with Federal Agencies, contractors and other agencies or companies as necessary. The ED may enter into contractual obligations for the KTHA as directed by the BOC for the general operations of the KTHA. The ED is responsible for the overall administration of day-to-day activities of the KTHA; planning, developing and Indian Housing Plan and Annual Performance Report, coordinating and executing the KTHA functions of office and personnel, budget and finance, procurement and inventory, and housing development, environmental compliance, and management.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **Tribal (TERO) and Veteran** shall apply. If selected, applicants must successfully pass a drug screening test and criminal background check.

**Individuals interested in applying for this position must submit an employment application to Dora Bernal, Human Resource Director by mail or e-mail ([dlbernal@karuk.us](mailto:dlbernal@karuk.us)) Open Until Filled.**

*Position Posted On: 8/15/2016 9:12 AM*

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## Position Description

**Title:** Executive Director

**Reports To:** Board of Commissioners

**Location:** Happy Camp, with travel to Yreka and Orleans as needed.

**Salary:** Depends on Experience

**Summary:** The Executive Director (ED) of the Karuk Tribe Housing Authority will work under the general direction of the Board of Commissioners (BOC). The ED is the Chief Administrative Officer of the Karuk Tribe Housing Authority (KTHA) and is responsible for implementing the Indian Housing Program. The ED is directly responsible to the BOC and implements the policies of the KTHA BOC in all areas of operations. The ED is the coordinator for the BOC in dealing with Federal Agencies, contractors and other agencies or companies as necessary. The ED may enter into contractual obligations for the KTHA as directed by the BOC for the general operations of the KTHA. The ED is responsible for the overall administration of day-to-day activities of the KTHA; planning, developing and Indian Housing Plan and Annual Performance Report, coordinating and executing the KTHA functions of office and personnel, budget and finance, procurement and inventory, and housing development, environmental compliance, and management.

**Classification:** Full Time, Regular, Exempt

### Responsibilities:

1. Shall manage the KTHA principal place of business, initiate and apply all policies and procedures for operation. Is responsible for hiring and firing of personnel; and assigns, supervises and evaluates their work performance.
2. Shall prepare development, management and grant program budgets and revisions and ensure they are followed. Oversees the accounting process and payment of all obligations. Shall make regular financial statements to the Board of Commissioners, HUD, State of California Tax Credit Allocation Committee and Investor as required.
3. Shall ensure procurement and inventory polices are followed.
4. Shall plan development projects. Responsibilities include identification of funding for project, needs assessment, land acquisition or selection, selection of architect, agency coordination, oversight of design documents, bid process, contractor selection, construction monitoring, environmental compliance and contract administration.

5. Shall be responsible for Low Rent, Homeownership and Tax Credit housing management, assuring compliance with all HUD management directives, applicable regulations and KTHA policy. This includes all occupancy, and maintenance issues. The ED is responsible for receiving and resolving complaints, ensuring leases are enforced and rents are collected.
6. Shall administer resident initiative programs to promote resident self-sufficiency including but not limited to Student Voucher Program, drug awareness activities, crime prevention and security programs.
7. Shall seek to increase funding levels for all KTHA programs.
8. Shall prepare, submit and revise the One Year Indian Housing Plan.
9. Shall prepare and submit the Annual Performance Report.
10. Shall assess housing needs and develop appropriate programs to meet housing needs within formula area.
11. Shall stay informed and keep Board of Commissioners informed on legislative issues that potentially affect housing and funding. Shall assist in developing legislative strategies to reflect local needs.
12. Shall conduct training, as necessary.
13. Shall submit written reports to the Board of Commissioners on a monthly basis.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have a BA in Business Administration or a minimum of five years experience in business management, administration or related field.
2. Must be knowledgeable in housing development and construction.

3. Experience in HUD housing, Low Income Housing Tax Credits, and Bureau of Indian Affairs Housing Improvement programs are required.
4. Knowledge of/experience with Tribal and Federal laws concerning Indian Housing, especially the Native American Housing Assistance and Self-Determination Act of 1996 and federal procurement requirements is required.
5. Must have significant supervisory experience.
6. Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. Must successfully pass a pre-employment drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Board Approval:** July 2010, Revised August 8, 2016

**Council Approval:** August 11, 2016

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_