

# Iowa Tribe of Oklahoma

## Vacancy Announcement

Position: Housing Manager  
Position Number: 4442  
Pay Grade: S 11  
Department: Housing  
Location: Complex, Perkins, OK  
Issuing Date: May 14, 2009  
Closing Date: Until Filled



**Mailing Address:**  
RR 1 Box 721  
Perkins, OK 74059

Fax: (405)547-1092  
[jobs@iowanation.org](mailto:jobs@iowanation.org)

Phone(405)547-2402  
<http://www.iowanation.org>

---

### Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **SUMMARY**

Oversees procurement of financial assistance from Housing and Urban Development (HUD) and assures that this assistance is made available to Indian housing projects and low income and elderly single family dwellings. Plans, organizes, directs, controls, or coordinates all supportive service departments of the Bah-Kho-Je Housing Authority.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Establishes specific needs of the Bah-Kho-Je Housing Authority, including gross need estimates of the total needs for the projects.
- Manages current budgets and implementation schedules for application of financial assistance for approval by HUD and updates funding request plans annually. Monitors financial audits, conducts site surveys and completes annual performance reviews. Keeps BHA Board of Directors completely informed of all Authority activities.
- Monitors contractors and subcontractors to ensure compliance with applicable federal, state and local statutes and regulations including OSHA regulations, the Lead Based Paint Poisoning Act and HUD implementing regulations. Supervises the maintenance of accounts of all financial activities of the Housing Authority. Executes and submits all required financial reports to HUD.
- Oversees all activities relating to the administrative and technical aspects of modernization programs. Reports all expenditures, management improvements and requisitions for funds to HUD as required. Oversees preparation of operating budgets and submits to the Board of Directors for approval.
- Has thorough knowledge of principles and practices of HUD, NAHASDA, tribal and federal laws and the operation of Indian Housing Authorities.
- Drafts Indian Housing plans which comply with NAHASDA and HUD regulations and communicate with a wide range of tribal members, professionals and State/Federal officials regarding Indian Housing. Coordinates all NAHASDA planning activities in a timely manner in order that all applicable programs and regulatory deadlines are met.

- Supervises the accounts of all financial activities of the Authority. Submits all required financial reports to HUD. Approves all disbursements. Approves and submits requests for funding to HUD and other agencies.
- Prepares all Authority operating budgets, with the assistance of the Accountant and other Managers.
- Maintains a liaison with other Local Housing Authorities and exchanges information of development and management techniques.
- Serves as the Authority's principal contact with HUD. Insures that all activities of the Authority conform to HUD requirements. Represents Authority concerns and interests to HUD as required.
- Maintains appropriate relationships with all other local, state, and federal agencies.
- Annually reviews utility allowances, income limits, and rent and payment ceilings and subsequently makes adjustment requests to the Board and HUD.
- Assumes all other responsibilities as assigned by the Board.
- Cooperates with all tribal officials concerned with the development and management of Public Housing. Promotes an understanding of the program among all members of the Community. Encourages efficient utilization of all resources available to the authority and seeks to meet community needs.
- Develops and maintains appropriate plans for Authority activities, to provide an adequate supply of new housing, maintains existing housing and achieves financial stability.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the Tribe's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Business Administration or Public Administration from four-year college or university and five (5) years of recent general housing experience and/or training.

### **LANGUAGE SKILLS**

Ability to communicate effectively, and in layman terms, both orally and in writing.

### **CONDITIONS OF EMPLOYMENT**

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.