

POSITION DESCRIPTION

Job Title: EXECUTIVE DIRECTOR	Salary: \$42.40-\$70.13 per hour \$88,192-\$145,870 annual	Effective Date: 4/17/14
Class: Exempt / Flex	Supervisor: Board of Commissioners	Revision Dates: 05/21/03, 06/22/06, 1/1/2010, 4/17/14, 9/1/2022, 3/31/2023, 05/22/2023
	Department: Administration	Revision Number: 6
Board Chairman Signature:		Executive Director Signature:
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POSITION SUMMARY

The Executive Director is responsible of the day-to-day leadership, planning, organizing, scheduling, directing, supervising, managing, tracking, achievement and reporting of all functions and activities. Plan the Agency's long-term, five-year goals in compliance with HUD requirements. Convert the long-term goals to an annual strategic plan, facilitated with Agency staff, to achieve accountable program and process outcomes that ensure Agency objectives. Ensure that strategies achieve compliance with local, federal laws and regulations. Develop effective partnerships with other agencies, in providing members with quality, affordable housing and programs that help meet their social, cultural, and community needs, in a safe and healthy environment.

DUTIES AND RESPONSIBILITIES

- ◆ Will provide the authority and the administrative capacity to undertake affordable housing activities, including the systems of internal control necessary to administer these activities.
- ◆ Responsible for maintaining a thorough working knowledge of the rental leases, the Ho-Chunk Nation Code Title 1, Section 7, Department of Housing Establishment and Organization Act, policies and procedures, grant agreements, federal program regulations, Agency by-laws and HUD NAHASDA Regulations.
- ◆ Will oversee the preparation and submittal of the annual Indian Housing Plan, Annual Performance Report, and Annual Audit (in conjunction with Accountant), procedures, budgets and reports as required by HUD and funding agencies.
- ◆ Provide management and control for managing grant funds, private financing, procurements, investments, record keeping, property dispositions, in an effective and timely manner.
- ◆ Will be responsible for supervision and management of all Agency departments.
- ◆ Will administer, monitor, and evaluate policies and procedures of the Agency, make procedural improvements, recommend organizational changes, provide training and technical assistance to staff to meet Agency conditions, goals and objectives.
- ◆ Will maintain a successful working relationship with the appropriate branches of the Nation, HUD, HTA and Office of Environmental Health to ensure compliance with Tribal ordinances, federal regulations, notices, circulars, and HUD Regulations. Should be familiar with PIH notices which are not binding but advisory.
- ◆ Will be responsible or the employment, compensation, training, promotions, termination and other personnel matters for all Agency staff.

- ◆ Oversee and monitor the preparation of development programs for additional units using grants, private financing, leveraging and other innovative techniques to develop needed housing from limited funds, to include the construction process as well as site approval, site contract, drawings, bid documents and bidding process.
- ◆ Provide management and control of the process for Native American preference, contract award, pre-construction conference, notices to proceed, construction monitoring, contract changes, final inspections, settlement documents, warranty inspections and fiscal closeout.
- ◆ Provide legal assistance in the creation of financing arrangements for the development or acquisition of new affordable housing, with such arrangements potentially to include, but not be limited to, low-income housing tax credits (LIHTCs), mortgage financing, government loan-guarantee financing, and tax-exempt bond financing.
- ◆ Remain abreast of state and national affordable housing legal issues, and represent the affordable-housing interests of HHCDA and the Ho-Chunk Nation regarding these issues in state and national forums.
- ◆ As contracting officer for the Agency, negotiate all contracts, monitor performance, and ensure compliance.
- ◆ Secure the annual audit, review all audits and HUD reviews. Will work to resolve all findings.
- ◆ Attend meetings as needed, to act as advisor in developing and adopting policies, budgets, grant applications and contracts.
- ◆ Manage and control all surveys, reports, applications, contracts and legal instruments of the Agency.
- ◆ Maintain proper reserve balances and authorizes all financial documents such as purchases orders, payment authorization, payrolls, financial reports, etc.
- ◆ Maintain all required documents official and confidential.

SUPERVISORY RELATIONSHIPS

- ◆ Shall act as overall administrator and supervisor for the Agency.
- ◆ Report to and seek direction by the Board of Commissioners.

QUALIFICATIONS:

- ◆ The applicant should possess a Bachelor's degree in Business, Social Services or Public Administration or related field and/or Four (4) years of managerial work experience in housing, three (3) years supervisory and management experience or any combination of academic education, professional training or work experience that demonstrates the ability to perform the duties of the position.
- ◆ Thorough knowledge of social, cultural, governmental, community issues, and economic development.
- ◆ Experience in HUD programs is most desirable.
- ◆ Valid driver's license, proper insurance, and qualify to be insurable by the Agency's auto insurance carrier.
- ◆ Preference will be provided to Native Americans.