



QUILEUTE HOUSING AUTHORITY

PO Box 159 • La Push, Washington 98350

(360) 374-9719 • Fax (360) 374-9117

TITLE: Executive Director
STATUS: Regular Full-Time, Exempt
OPENS: 05/15/2019
CLOSES: 05/29/2019 or open until filled
SALARY: DOE/DOQ

POSITION DESCRIPTION:

The Executive Director performs their duties and responsibilities under direction of the QHA Board of Commissioners. He/She is responsible for the development, implementation and oversight of all housing and housing-related programs funded by local, regional, State and Federal funding sources. The Executive Director is responsible for providing direct program services as well as administrative oversight.

DUTIES AND RESPONSIBILITIES:

- To plan, organize, direct, and coordinate all operations and management activities of the Housing Authority, including development, occupancy, financial, accounting, and administrative functions
- Conduct payroll, liabilities, perform ESD, 941 and all other payroll reports on a quarterly and annual basis
- Conduct SF425 reports to HUD on quarterly and annual basis
- Develop, recommend, and implement housing policies and procedures
- Ensure compliance with applicable local Tribal, State, and Federal regulations and requirements
- Develop and monitor HUD Indian Housing Plan and Annual Performance Report
- Supervise housing authority staff, including hiring, termination, evaluating performance and facilitating employee development
- Ability to write competitive grants and ensure compliance of various grants
- Supervise the preparation, administration, and execution of housing contracts. including development, construction, consultant, audit, and litigation contracts once approved by the Board of Commissioners
- Disseminate program information to Board of Commissioners, Quileute Tribal Council and community members

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Business Administration or Public Administration or related field and three years' experience as a Housing Authority Director or Housing Property Manager.
- At least two years of experience issuing payroll, and reporting and filing taxes
- Knowledge of business management principles and practices, including program analysis, human resource management, accounting and budgeting, purchasing and contracting, and office management
- Knowledge of Federal housing programs
- Ability to communicate effectively both verbally and in writing and possess strong human resource skills
- Must be able to present verbal and written reports to groups and individuals. Ability to establish and maintain professional working relationships with employees, community groups, regional organizations, local communities, and tribes
- Knowledge of computers with proficiency in word processing, spreadsheets, Housing Data Systems (HDS) and QuickBooks software
- CPR and First Aid Certification (QHA is able to provide this training opportunity)

*Must pass a criminal background check

*Must pass drug test

*Valid Washington State driver's license

TO APPLY:

Submit an application, resume and list of references to:

Quileute Housing Authority
561 Quileute Heights
PO Box 159
La Push, WA 98350

Visit our page at www.quileutenation.org under **Quileute Housing Authority**

If the applicants have equal qualifications, preference will be given to members of federally recognized tribes. Except as provided by the Indian Preference Act, Title 25 US code Section 472 & 473 there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, membership or non-membership in an employee organization.

I have received, reviewed and fully understand the job description for the QHA Executive Director position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Signature:

Date:

Supervisor Signature:

Date:
