



**JOB ANNOUNCEMENT
SWINOMISH HOUSING AUTHORITY
EXECUTIVE DIRECTOR**

The Swinomish Housing Authority currently has an opening for the job of Executive Director. This is an executive level management position responsible for all aspects of the safe, efficient and lawful operation of a Tribal housing authority. Under the general supervision of the Chairperson of the Board of Commissioners the Executive Director is responsible for, but not limited to, oversight and direction of the following:

- Board reporting and organization including responsibility for agendas, minutes, correspondence, financial and other reports to keep the Board of Commissioners informed of all aspects of operations, rules, regulations and operating policies.
- Financial management and reporting including development and monitoring of operating, rehabilitation and construction budgets; investments; procurement; books of accounts compliant with appropriate GAAP standards; annual financial audits; various financial reports and analysis on monthly, quarterly and annual basis for Dept. of HUD, Board of Commissioners and other groups and individuals as needed;
- Tenant information, relations and contract compliance including tenant intake and maintenance of waiting lists; annual evaluation and verification of tenant income and family composition; counseling programs in the areas of home budgeting, credit, unit upkeep, etc.; enforcement of rental/homebuyer contracts including notices, service and court appearance; general information and referral related to affordable housing programs.
- Development and rehabilitation of homes including solicitation of funds necessary to carry out these functions; hiring and coordination of attorneys, architects, engineers, contractors and inspectors; review and approval of proposals, specifications, bidding, selection, contracts, etc.; monitoring budgets; negotiation of disputes.
- Maintenance program including planning, staffing, budget and program development for routine and deferred maintenance of buildings, grounds and systems, inspections, etc.

- Responsible for supervision of Housing Authority staff including advertisement, selection, and training of staff; monitoring and evaluating staff performance; approving schedules, pay and staff leave; maintaining personnel files.
- Responsible for the development of required plans, reports and analyses including, but not limited to, HUD required annual Indian Housing Plan, Annual Performance Report, annual self-monitoring report, operational reports, policies and analyses for Board of Commissioners and Tribal Senate, environmental reviews, etc.
- Lead liaison with Tribal, local, state and federal organizations at meetings, conventions, workshops, legal proceedings, etc.

The minimum qualifications for this job includes a minimum of five years of progressive and proven experience in the topical areas identified above.

Additional minimum qualifications for this job include:

- Bachelors degree in a related field such as business management, accounting or public administration;
- Demonstrated ability to effectively communicate verbally and in written form;
- Certification by a nationally accredited institution as a Public Housing Manager or ability to be certified within one year of hire;
- Valid Washington State driver's license;
- Successfully pass criminal back-ground check and pre-employment drug test.

Compensation for this position will be based on qualification and experience.

Interested individuals are required to submit a letter of interest, resume and completed Swinomish Tribal application form to:

Alethia Edwards, Director
Swinomish Tribal Human Resource Department
11404 Moorage Way
La Conner, WA 98257

Application submittals may also be faxed to 360-466-1348 or sent via email to airedwards@swinomish.nsn.us.

Swinomish Tribal application form may be obtained on line at www.Swinomish.org or by calling 360-466-7347.

Specific questions regarding the position or the Housing Authority may be directed to John Petrich, 360-466-4081.