



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Housing Development Manager

DEPARTMENT: Planning & Community Development

POSITION SUMMARY:

Position will consult with community members, professional staff, funding agencies, and policy makers to craft a development/rehabilitation plan to improve and increase housing stock on the Tribe's available land. The Housing Development Manager will work under the supervision and direction of the Planning & Community Development Director, under the authority of the Swinomish Senate.

This position is intended to create a new department and will initially require development of a strategic plan for review by the Talawhalt Committee and Planning Commission. The housing strategic plan will incorporate a needs analysis of the tribal community and propose a plan to increase housing stock and diversity, improve housing quality, and provide opportunity for Tribal members a pathway to their preferred housing situation. The strategic plan will also identify specific changes to the building code, zoning code, and comprehensive plan regarding housing.

The Housing Development Manager will act as a liaison for Tribal members seeking resources and assistance with homeownership, home rehabilitation, and rentals by coordinating with numerous tribal departments including Planning, Social Services, Swinomish Utility Authority, and Swinomish Housing Authority, as well as federal agencies, such as HUD and BIA, and private entities, such as outside mortgage lenders and outside construction or design firms. The position will also act as a staff advisor to the Talawhalt Committee meetings and provide reports to Tribal entities as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or has logical assignment to the position.

- Develop a strategic housing plan in coordination with the Divisions of Planning & Community Development (Project Management, Planning, THPO, and Public Works). Utilize housing plan to review existing and relevant codes and plans. Conduct annual review and recommendations based on community input and data.
- Provide a "first step" intake process for prospective Tribal homebuyers or existing homeowners in order to match Tribal member needs with resources available from Tribal, federal, or private entities.

- Offer information and referral services and advocacy as appropriate. Maintain database of service providers for referral, such as credit and homeownership counselors, contractors, engineers, or architectural firms.
- Ensure that all client files and homeownership or rehabilitation applications meet identified eligibility and requirements, and review with Talawhalt Committee for approvals as necessary.
- Provide case management and follow-up services to people who receive Talawhalt assistance, including, but not limited to, facilitation of homeownership education and implementation of a suitable mortgage software billing program.
- Assist with housing inspections for rehabilitation and new home construction. Coordinate with entities to support, enhance and promote communication and consistency in the delivery of services.
- Track any past due accounts, report to Talawhalt Committee, and follow up on related tasks as needed. Work with the Office of the Tribal Attorney to facilitate any foreclosures or other court proceedings and legal review as necessary.
- Attend all required meetings: staff, supervisory, training, contractual, or otherwise.
- Other duties as assigned.

MINIMUM QUALIFICATIONS, EXPERIENCE, AND TRAINING

In order to be considered for the position, applicants must demonstrate that they meet the minimum requirements for the position, as described below. In order to be considered “highly qualified” for purposes of selection and salary setting, applicants must also satisfy the Desired Qualifications criteria.

- Bachelor’s degree following a 4-year course of study in relevant field such as: accounting, business, finance, law, planning, social services, or organization and management. Experience may substitute for education, where two years of relevant experience may substitute for one qualifying year of education.
- Some experience with, or exposure to, grant facilitation and both pre-award and post-award procurement functions, particularly for coordination of bid proposals.
- Experience working with Native American or Alaska Native individuals and families in a close-knit tribal community
- Some existing knowledge of Tribal housing resources, such as tribal mortgage lending, Section 184 loans, NAHASDA, USDA housing assistance grants, or other Tribal, federal, or private housing resources.
- Some existing knowledge of construction processes, specifically residential construction or rehabilitation processes and infrastructure development.
- Ability to work effectively with clients, staff and other housing resources.
- Understanding of poverty and its impact on individuals and families.
- Ability to travel occasionally for training and conferences.
- Excellent written and verbal communication skills.
- Highly organized with ability to work independently and complete assignments in a timely manner.
- Excellent computer skills including proficiency with Microsoft Office applications and databases.
- Ability to maintain confidential and sensitive information and adhere to confidentiality policies.
- Current and valid Washington State Driver’s License.
- Ability to pass a pre-employment drug screen and background check.

DESIRED QUALIFICATIONS

- Advanced degree in relevant course of study, such as a financial, planning, business, or legal field.
- Previous job experience with mortgage lending and homebuying processes, particularly amortization software and the HUD Section 184 loan program.

- Experience with construction contract solicitation, negotiation, source selection, post-award administration (including change orders and modifications), contract claims or requests for equitable adjustment, and contract close-out procedures.
- Extensive knowledge of Tribal and/or federal procurement policies.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work is performed primarily indoors with occasional site visits as required.
3. Occasional travel may be required as related to job functions and/or training opportunities.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Forester is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____