



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 046-19**

**OPENING DATE: 03/05/2019**

**CLOSING DATE: 04/05/2019**

**POSTED: IN & OUT**

**POSITION:** Executive Director  
**PAY GRADE:** HA17 (\$34.45/hr to \$40.48/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Housing Authority  
**REPORTS TO:** Board of Commissioners  
**BACKGROUND LEVEL:** High Public Trust

**JOB PURPOSE:** Accomplishes the Tribes Housing strategic objectives by planning, organizing, and directing all functions required to operate and maintain activities to enhance the quality of life by providing, safe, sound, and affordable housing and good quality homes for members of the Pueblo of Isleta.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position*

**JOB DUTIES:**

- Evaluates housing needs of the Pueblo of Isleta and proposes or implements changes in the Indian Housing Plan for review by the Tribal Governor and the Board of Commissioners.
- Supervises the maintenance of contract files, development files and participant files.
- Plans, coordinates, and implements the preparation of cost estimates for housing units to be built, repaired or renovated; monitoring construction progress.
- Performs final inspections, reviews/approves change orders and other minor deviations from drawings and specifications, and verifies that the construction work performed is consistent with drawings and specifications.
- Administers the Bureau of Indian Affairs Housing Improvement Program (HIP) in accordance with HIP policies and regulations, including but not limited to, developing written selection criteria, determining eligibility, evaluating requests for home repairs and/or renovations, classifying requests to the appropriate HIP category, insuring the preparation of drawings and specifications for repair and construction work to be performed and the preparation of statements of work.

- Coordinates the preparation of the one and five year housing plans; ensures that all housing activities are consistent with the one and five year plans.
- Ensures all procurement activities of the housing program are in compliance with applicable federal laws and regulations.
- Monitors performance of all contractors and resolving all irregularities.
- Manages all housing units under management, including selection, counseling and collection activities.
- Implements home financing programs and other model housing activities providing for the leveraging of funds from other entities and agencies.
- Provides quarterly reports to the Tribal Council of all housing activities and annual performance reports to the U.S. Department of Housing and Urban Development (HUD).
- Works with different agencies during annual audits of housing program activities and resolving all audit and HUD management review findings.
- Prepares annual budgets for the Board of Commissioner's review and approval with Tribal Council review and approval for POI funding.
- Coordinates and participates in meetings and conferences with relevant programs and agencies on housing matters.
- Coordinates infrastructure activities with the Indian Health Service that may include construction/rehabilitation of water and sanitation facilities.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Manages all staff in the Housing Authority; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops Housing Authority staff.  
     Coordinates training, orientations and continuing education of staff

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Bachelor's Degree in Construction, Public Works, Business Administration or related field, seven years in progressively responsible work experience in an Indian or public housing program; with three years in a management capacity.
- Or**
- Associate's Degree in Construction, Public Works, Business Administration or related field, ten years in progressively responsible work experience in an Indian or public housing program; with three years in a management capacity.
- Construction lending preferred.
- Community development experience preferred.
- Tiwa speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of federal laws and regulations applicable to Indian housing programs and ability to apply said laws and regulations.
- Knowledge of construction administration and construction practices and methods.
- Knowledge of construction standards in new construction, repairs and rehabilitation.
- Knowledge of cinder plant operations, regulations and guidelines for the manufacturing of the cinder blocks used for the new construction and remodeling of homes.
- Knowledge of practices in general contracting, subcontracting and material supply activities in order to determine the validity of requests from contractors.
- Knowledge of procurement procedures.
- Knowledge of occupational hazards and safety procedures.
- Skill in operating various word-processing, spreadsheets, email, presentation and database software programs in a Windows environment.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in planning, organizing projects, budget preparation and administration.
- Skill in reading blueprints.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to manage multiple projects, and apply project management skills and scheduling techniques.
- Ability to prepare budgets and budget justifications for funding.
- Ability to use excellent public relations and coordination skills.
- Ability to prepare reports in a concise and thorough manner.
- Ability to make effective and professional public presentations, present information, and respond to questions.
- Ability to communicate and work in a professional and courteous manner with staff, tribal members, and the general public.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office environment where noise level is usually minimal.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Travel may be required.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.