



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 065-20

OPENING DATE: 07/02/2020

CLOSING DATE: Open Until Filled

POSITION: Federal Project Manager
PAY GRADE: HA12 (\$31.12/hr.-\$42.02/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Isleta Pueblo Housing Authority
REPORTS TO: Executive Director, IPHA
BACKGROUND LEVEL: Public Trust

POSTED: IN/OUT

JOB PURPOSE: Under the direction of the Executive Director, is responsible for planning, supervising, coordinating, implementing, monitoring and evaluating all HUD and other federal agencies related Isleta Housing Program activities in accordance with established policies, tribal laws and applicable federal laws and regulations.

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:

- Responsible for planning of Housing Development Projects, oversight of all project implementation requirements and coordination with all involved federal, tribal and state entities, and ensuring compliance with applicable building codes and funding and government regulations including regulations implemented under the Native American Housing Assistance and Self-Determination Act (NAHASDA) and Indian Community Development Block Grant (ICDBG) regulations.
- Responsible for assisting in the preparation and review of federal and other grant related budgets, development of bidding and contract documents, development and monitoring of construction schedules, the coordination of projects, and inspection of units to ensure compliance with applicable codes and requirements.
- Responsible for administering 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.

- Assist the Executive Director in planning and implementing housing assessments and developing a data base to be used in maintaining and using data for grant writing and developing an IPHA five to ten year housing plan to address housing needs, and ensuring that all housing activities are consistent with the ten year plan.
- Evaluates housing needs of the Pueblo of Isleta and incorporates said needs in the HUD Indian Housing Plan (IHP) for review and approval by the Executive Director with approval by the Board of Commissioners and submittal to HUD.
- Assists in writing grant applications and administration of grants and preparing necessary reports related to funding source requirements.
- Responsible for ensuring HUD and grant related procurement activities of the housing program are in compliance with applicable federal laws and regulations.
- Assist the Development Department in monitoring performance of Federally funded project contractors and resolving all irregularities.
- Assists the Development Department to ensure that contract files, development files and participant files for HUD funded projects are maintained.
- Assists in the implementation of home financing programs and other model housing activities providing for the leveraging of funds from other entities and agencies.
- Responsible for providing quarterly reports to the Executive Director for the Board of Commissioners and Tribal Council of all housing activities and annual performance reports to the U.S. Department of Housing and Urban Development (HUD), if required.
- Assist the Executive Director in preparing and resolving HUD management review findings, if needed.
- Responsible for coordinating infrastructure activities with the Indian Health Service, POI Utilities Department, POI Transportation, including other POI departments and non-POI departments including, but not limited to the construction/rehabilitation of water and sanitation facilities.
- Coordinates and participates in meetings and conferences with relevant agencies on housing matters.
- Other job related duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's degree or higher in Business Administration, Construction Management or related field or experience.
- Five years progressively responsible work experience in an Indian or public housing program.
- Management and supervisory capabilities and a minimum of three years management and supervisory experience.
- Experience in writing and managing grants.
- Experience in construction management and administration for at least five years.
- Valid New Mexico driver's license with the 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.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Working 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 practices in general contracting, subcontracting and material supply activities.
- Knowledge of procurement procedures.
- Ability to manage multiple projects and delegate tasks effectively.
- Ability to prepare budgets and budget justifications for funding.
- Ability to communicate effectively with Federal, State and local and Tribal officials.
- Must possess excellent human relations and coordination skills.
- Ability to prepare reports in a concise and thorough manner.
- Must possess a valid driver's license.
- Ability to understand negotiate construction cost.
- Knowledge of full project development and delivery process.
- Understanding of Design and Engineering; Bidding and Contracting; and Construction administration.
- Knowledge of Environmental Review and Release of Funds process.
- Understanding and working knowledge of utilities for construction projects.
- Working knowledge of hazardous materials identification and removal.
- Knowledge of various project delivery methods.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

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