



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 028-25

OPENING DATE: 02/11/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Executive Director, IPHA
PAY GRADE: E12 (\$51.26/hr. - \$71.77/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Isleta Pueblo Housing Authority
REPORTS TO: Board of Commissioners
BACKGROUND LEVEL: Child/Elder

SUMMARY

The **Executive Director** of the **Isleta Pueblo Housing Authority (IPHA)** is responsible for the **overall leadership, administration, and strategic direction** of the organization. This role ensures that IPHA provides **safe, affordable, and high-quality housing** for Pueblo of Isleta members by overseeing housing programs, fiscal management, regulatory compliance, and operational effectiveness. The Executive Director fosters **collaboration with Tribal leadership, federal agencies, and community partners** to enhance housing initiatives and infrastructure development.

ESSENTIAL DUTIES & RESPONSIBILITIES

Strategic Leadership & Housing Development

- **Develops and implements** housing strategies aligned with the Pueblo's needs, ensuring sustainable growth and quality housing options.

- Oversees the **Indian Housing Plan (IHP)**, including development, implementation, and updates to meet tribal housing goals.
- Coordinates **one-year and five-year housing plans**, ensuring alignment with federal requirements and Pueblo objectives.
- Monitors and evaluates **housing trends, funding opportunities, and policy changes** to enhance housing programs and services.

Operations & Program Management

- Manages the administration of housing programs, including **new construction, rehabilitation, and maintenance** of existing housing units.
- Ensures **effective oversight of housing contracts, procurement, and compliance** with federal and tribal regulations.
- Implements and monitors **home financing programs**, leveraging funds from external agencies to expand housing opportunities.
- Supervises **infrastructure projects**, including water and sanitation facility improvements in collaboration with Indian Health Service (IHS).

Construction Management & Oversight

- Leads, manages, and oversees **all construction and rehabilitation projects** to ensure timely completion, cost-effectiveness, and adherence to quality standards.
- Supervises and supports a **skilled construction management team**, including project managers, inspectors, and contractors, ensuring effective coordination of housing projects.
- Reviews **construction project scopes, blueprints, and work specifications**, ensuring alignment with Pueblo housing needs and regulatory standards.
- Ensures compliance with **federal, tribal, and industry safety standards**, mitigating risks associated with construction projects.
- Monitors construction contracts, change orders, and performance metrics to ensure contractor accountability and project success.
- Coordinates **infrastructure activities** with relevant agencies, including water, sanitation, and utility services for housing developments.
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Regulatory Compliance & Risk Management

- Ensures compliance with all applicable **federal, tribal, and HUD housing regulations**.
- Administers the **Bureau of Indian Affairs (BIA) Housing Improvement Program (HIP)**, including eligibility assessments and project oversight.
- Works with federal, state, and tribal auditors to conduct annual housing program audits, ensuring resolution of any findings.
- Monitors contractor performance, resolves contract irregularities, and ensures adherence to procurement policies.

Financial & Budgetary Oversight

- Develops and manages the **IPHA budget**, ensuring responsible allocation of funds and financial sustainability.
- Prepares annual budget reports for **Board of Commissioners' approval** and submits funding requests for **Tribal Council review**.
- Ensures efficient **financial planning, forecasting, and fiscal controls** for housing programs and infrastructure projects.

Community Engagement & Stakeholder Collaboration

- Builds relationships with **tribal leadership, housing agencies, and community organizations** to enhance housing services.
- Represents IPHA at **tribal meetings, conferences, and external partnerships** to advocate for housing funding and policy initiatives.
- Provides quarterly reports to the Tribal Council and annual performance reports to **HUD** on housing activities and outcomes.
- Responds to community inquiries regarding housing applications, eligibility, and services, ensuring **transparent communication**.

Staff Management & Organizational Leadership

- Leads and supervises **all IPHA staff**, providing **coaching, development, and performance management**.
- Ensures staff are **trained in housing regulations, program management, and financial procedures**.
- Fosters a **culture of accountability, innovation, and continuous improvement** within the organization.

Other Duties as Assigned

- Performs additional responsibilities as required to support the success of the **Isleta Pueblo Housing Authority**.

SUPERVISION RESPONSIBILITIES

- **Oversees all IPHA personnel**, including hiring, training, and performance evaluations.
- **Ensures staff development and succession planning**, fostering leadership growth within the organization.
- **Maintains high-performance standards**, ensuring efficiency in program administration and service delivery.

MINIMUM QUALIFICATIONS

Education & Experience

- **Bachelor's Degree in Construction Management, Public Administration, Business, or related field with seven (7) years of progressive housing management experience, including three (3) years in a senior leadership role.**
- **OR**
- **Associate's Degree in a related field with ten (10) years of progressively responsible housing experience, including three (3) years in management.**

Preferred Qualifications

- Experience in **tribal housing programs** and **federal housing regulations**.
- Background in **construction lending and community development**.
- Proficiency in **procurement and contract management**.
- Tiwa-speaking preferred.

Certifications & Licenses

- **Valid New Mexico driver's license** with insurability under Pueblo of Isleta policies.
- Must **pass a background check** and comply with **Drug-Free Workplace policies**.

KNOWLEDGE, SKILLS & ABILITIES

Regulatory & Compliance Knowledge

- **Extensive knowledge of federal housing laws, HUD, BIA Housing Improvement Program, and tribal housing regulations.**
- **Expertise in construction management**, including standards for new construction, rehabilitation, and maintenance.
- **Understanding of tribal governance**, community development, and housing finance models.

Leadership & Strategic Thinking

- Ability to **develop and execute housing strategies** that align with the Pueblo's long-term goals.
- Strong **problem-solving skills**, able to analyze complex housing issues and develop solutions.

- **Project management expertise**, ensuring efficient implementation of housing initiatives.

Financial & Budget Management

- **Proficiency in financial planning, budgeting, and grant administration.**
- Experience with **cost estimation, procurement, and contract negotiations** for housing projects.

Communication & Public Relations

- Strong **interpersonal and negotiation skills**, with the ability to build partnerships.
 - Excellent **verbal and written communication**, capable of presenting information to leadership and community members.
 - Ability to **represent IPHA professionally** at tribal, state, and federal meetings.
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WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work Environment

- Office-based with occasional fieldwork and travel required.
- Exposure to **natural weather conditions, dust, and construction environments** when inspecting housing sites.

Physical Requirements

- Regularly required to **sit, stand, walk, and reach.**
 - May involve **lifting materials up to 25 lbs.**
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PREFERENCE

Preference will be given to **qualified Native American and Tribal members** for all positions at the Pueblo of Isleta.

ACKNOWLEDGEMENT

I acknowledge receipt of this job description and confirm that my supervisor has reviewed it with me.

Employee Signature: _____ **Date:** _____