



TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

Position Description

DIRECTOR OF TRIBAL SERVICES

I. Summary:

Under the general supervision of the Vice President Programs and Services, plans, organizes and coordinates programs and services between Tlingit Haida Regional Housing Authority and Tribal Entities.

II. Authority:

The Director of Tribal Services reports to the Vice President Programs and Services and supervises assigned Tribal Services staff.

III. Duties and Responsibilities:

- Promotes and coordinates activities pertaining to Tribal Entities served by Tlingit Haida Regional Housing Authority.
- Interprets programs and services to Tribal Entities to meet identified needs.
- Establishes development policies, systems and procedures.
- Oversees, develops and submits grant proposals for funds from private foundations, corporations and government agencies on behalf of THRHA and Tribal Entities, as appropriate.
- Prepares and administers department budget.
- Prepares strategic plan or annual plans with short and long range goals to meet Tribal objectives.
- Assists in identifying and leveraging funds.
- Maintains contact with representatives of other Organizations, Tribes and Agencies on resources and services available.
- Prepares reports and disseminates information.
- Hires, Supervises, Evaluates and Manages Tribal Services staff.
- Travels to remote villages and conferences as needed.
- Other related duties as assigned.

IV. Required knowledge, Abilities and Skills:

- Extensive knowledge of rural areas and Native Cultural practices and needs.
- Excellent managerial skills.
- Ability to develop long- and short-range plans.
- Good verbal, organizational, and writing skills.

- Ability to speak in front of large or small groups of people also, must conduct community and Tribal meetings.
- Thorough knowledge of Native American Housing and Self-Determination Act (NAHASDA) and other Federal and State programs.
- Ability to develop budgets.
- Ability to travel by small plane or ferry to small communities.
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Kneel;
 - Crouch;
 - Reach
 - Push and pull
 - Lifting up to 30 pounds

V. Minimum Qualifications:

- Degree in Tribal Governance/Management, Community Planning, Public Administration or related field working with the Public and Communities in the development of planning.
- Five years of progressively responsible experience in tribal management field or related field.
- Appropriate College Education may be substituted for the required experience on a year-for-year basis up to Four years.

VI. Grade Level:

Grade 15

Exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____