

# Washoe Housing Authority

- LOCATION -  
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## JOB ANNOUNCEMENT

**Date Open:** November 15, 2016  
**Date Closed:** December 16, 2016  
**Salary:** Negotiable, DOE  
**Contact Person:** Annette Alvarado

## POSITION DESCRIPTION

### Washoe Housing Authority Executive Director

#### Position Summary:

Under the supervision of the Washoe Housing Authority Board of Commissioners, the Executive Director is responsible for the day-to-day operation and management of the Washoe Housing Authority. The Authority manages over 80 rental and 36 homeownership properties, and also administers construction and rehabilitation programs for managed units within the four Washoe communities in Nevada and California. The Authority currently employs 15 full-time employees.

The Executive Director exercises control of the administrative and operational functions of the Authority. This top-level position involves a broad range of activities, including but not limited to, complex grant and budget management, grant application and resource development, personnel supervision and development, and oversight of construction, rehabilitation and maintenance. The Executive Director ensures that the Authority's activities conform to federal, tribal and Board requirements. The Executive Director is also designated as the Authority's Contracting Officer and executes all legal, financial and budgetary documents on its behalf.

The ideal candidate will be a high caliber person with experience in Indian housing regulations and operations, housing construction, budget development, fiscal management, planning, low-income tax credit projects and supervision of 15 or more employees for a minimum of five years in a responsible management position with a public agency or private organization. Familiarity with the social and economic issues relative to Indian housing as well as knowledge of community and public organizations is also highly desirable.

#### Supervisory Relationships:

Reports directly to the Board of Commissioners serving at their direction (or subject to a contractual agreement with them). Directly supervises all staff, using such delegations as s/he deems appropriate.

**Position Duties:**

1. Oversees operations of the Housing Authority including supervision of staff, maintaining or supervising the maintenance of all official housing records, properties and business transactions of the authority, including assets, liabilities, receipts and disbursements.
2. Prepares written agenda and material for Board meetings and provides advice and submits required financial and other reports to the Board of Commissioners, Tribal Council, HUD and other governmental agencies in a timely manner.
3. Directs the planning of future projects including the preparation and revision of short and long term plans, and ensures plan completion, ensures compliance with NAHASDA, low-income housing Tax credits and all other federal agencies rules and regulations pertaining to the Housing Authority.
4. Serves as liaison between the Authority and various governmental agencies, private organizations, Tribal council, Tribal departments, NAIHC and other Indian Housing agencies and organizations.
5. Performs all budgetary oversight and management tasks; program expenditures; operating costs, budget projections; reviews all audit reports and program monitoring, management reviews and takes appropriate action to close any findings.
6. In consort with the Board, ensures that all policies and procedures are current; develops and revises policies and rules as necessary, and advises Board of any necessary changes to conform with governing law and regulations.
7. Ensures that all staff has appropriate tools, materials and adequate training to facilitate quality performance of their duties, and plans and implements training for staff and Board.
8. Reviews and evaluates staff performance, establishes performance standards and goals, makes decisions/recommendations related to employee recruitment, selection, training, development and discipline.
9. Solicits legal advice and opinions as needed.
10. As the Contracting Officer, conducts the procurement and disposition activities, bid preparation, analysis and Board recommendation, negotiates and administers all contracts and represents the Authority in transactions with financial institutions, property management agencies, attorneys, accountants, auditors, contractors, architects, engineers, consultants and other professionals as necessary.
11. Ensures that contract and maintenance employee wages are in compliance with the Davis-Bacon Act.
12. Ensures that the Authority implements the necessary environmental review requirements.
13. Performs such other duties as may be assigned by the Housing Board from time to time or necessitated by operational or legislative changes.

**Specific position qualifications include:**

1. Bachelor's Degree in Business, Public Administration, Management and/or related field. (Work experience may be considered in lieu of education).

2. Ability to interpret and implement a wide variety of federal and state laws and regulations pertaining to Indian Housing, including NAHASDA; labor and employment; fiscal accounting (GASB 34 AND GAAP); financial, procurement and property management; environmental compliance; construction; and contract administration.
3. Must have experience in tax credit regulations (prefer NV/CAL) and compliance requirements.
4. Must have knowledge and experience in planning and development of staff and programs.
5. Must have strong oral and writing skills with experience in making effective oral presentations to public agencies and in writing effective plans, reports, grants, contracts and correspondence.
6. Must possess strong organization, supervisory skills, excellent interpersonal skills and ability to establish and maintain good relations with staff, tenants, community members, as well as tribal, federal and state officials.
7. Must have strong reasoning ability, with capability to analyze and solve complex problems in a practical manner.
8. Must be able to work well in a high stress environment, simultaneously on multiple tasks and meet deadlines.
9. Must be able to perform duties in a professional manner and maintain strict program and tenant confidentiality.
10. Must be computer proficient, specifically with MAC computers, Windows, spreadsheets and housing software.
11. Must possess valid California or Nevada driver's license and access to insured vehicle and maintain a good driving record.
12. Must be able to travel often for training and other job-related duties.
13. Must successfully pass a pre-employment drug screening test and criminal background check prior to employment.

**Indian preference:**

The Washoe Housing Authority is an equal opportunity employer. However, in the event of equally qualified candidates, the laws governing Indian preference shall be applied and Indian preference will be given in accordance with P.L. 93-638.

Please submit cover letter, application and resume to the Washoe Housing Authority at 1588 Watasheamu Road, Gardnerville, NV, 89460.