



Pride of the Ojibwe
13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

Job Announcement

Position: Housing Authority Executive Director
Closing Date: Open until filled
Salary: Negotiable (D.O.Q.)
Location: LCO Housing Authority
Supervision: LCO Tribal Governing Board
Department: LCO Housing Authority
Administration: LCO Housing Authority Policies and Procedures

Position Summary:

Under the general direction of LCO Tribal Governing Board, performs administrative duties in the planning, research, organization, budgeting, design and resource development of eligible affordable housing activities; performs related work as required or assigned.

Qualifications:

1. Tribal Preference applies.
2. Bachelor's Degree in Business Administration preferred. Minimum of four (4) years' work experience in the field of Indian Housing Program Management preferred.
3. Minimum of three (3) years supervisory experience preferred.
4. Proficient in the use of IT equipment and other office technology.
5. Participation in professional development, technical training or other training opportunities relative to Housing Management.
6. Performance of all duties in a professional manner.
7. Willingness and ability to work flexible days and hours as needed to accomplish the goals and objectives of the LCO Housing Authority.
8. Must be capable of carrying out the goals, mandates and regulations of the Housing Authority, LCO Tribe and the Federal Government.

Required Skills, Knowledge and Abilities:

1. Knowledge of theories, principles and practices of public and private housing management, HUD regulations, policies and procedures.
2. Must possess strong leadership ability.
3. Must demonstrate oral and written communication skills.
4. Must possess supervisory skills and capability of managing an office of 30 or more employees.

5. Must possess excellent interpersonal skills and ability to relate well with tenants and community members, Tribal, Federal and State officials.
6. Ability to maintain confidentiality with regard to tenant files and program records.

Duties and Responsibilities:

1. Oversee the operation and management of all Housing Authority programs to include administrative, finance, grants, occupancy, development, and maintenance.
2. Maintains an open and active relationship with the Tribal Governing Board, LCO Housing Advisory Board and Housing staff.
3. Work in conjunction with the Advisory Board in developing policies and procedures impacting the Authority's goals and responsibilities.
4. Provides technical assistance and information to Tribal officials and staff regarding projects and planning activities.
5. Ensures compliance with Tribal and HUD policies/requirements; prepares and administers departmental budget; oversees the preparation of cash management reports to ensure accountability of funds received/disbursed.
6. Ensures all facilities are maintained in an operational status.
7. Submits required reports to the Tribal Governing Board, HUD and other governmental agencies.
8. Prepare the Authority's annual report as required by Tribal Ordinance.
9. Prepare written agenda and material for Board meetings.
10. Provide incoming Advisory Board members with training relative to policies, procedures, regulations and major documents governing the Housing Authority; provides same training information to LCO Tribal Governing Board in a timely manner.
11. Conducts the Authority's procurement and disposition activities in accordance with applicable laws and regulations; prepares bid offerings as appropriate; analyzes bids in conjunction with the Advisory Board and recommends acceptance to the Tribal Governing Board.
12. Maintains official records of the Authority.
13. Performs other duties as may assigned by the Tribal Governing Board.

Application procedure:

Submit complete LCO Employment Application, resume, cover letter, at least three (3) personal reference letters, and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying (education, experience, professional and/or community involvement, etc.) and availability.

Mail information to:

Lac Courte Oreilles Tribal Government
Human Resource Director
13394 W Trepania Road
Hayward, WI 54843

Telephone: 715-634-8934
Fax: 715-634-4797
Email: doreen.debrot@lco-nsn.gov