



## BLACKFEET HOUSING JOB DESCRIPTION

**Job Title:** Executive Director  
**Department:** Administration  
**Reports to:** Blackfeet Housing Board

**Summary of Work:** The Blackfeet Housing Director oversees the entire program, including administration, management, construction, and funding. Key duties include strategic planning, budget development, grant writing, and ensuring compliance with tribal, state, and federal regulations. The director also manages BH staff, has regular meetings with BH Board Members to inform and update them on business operations, and regularly has contact with tenants and tribal members regarding their concerns and input. The director is also responsible for the legal aspect of BH, regularly meeting with the BH lawyer about BH legal issues. The director is also responsible for reporting all required data and information about related programs to HUD and the BTBC annually, quarterly or as required. The director will also research, promote, and cooperate as needed to continue finding new housing opportunities for the Blackfeet people.

### **Essential Duties and Responsibilities include the following:**

- **Program Management:** Administers and leads all housing departments such as Administration, Occupancy, Maintenance, Finance, Renovations, Tax Credit, IT, Fleet, Security, and Metal-Shop in the day-to-day operations, and overall duties and responsibilities.
- **Financial Management:** Develops and manages annual departmental budgets, oversees all grant funding, and ensures fiscal responsibilities and compliance.
- **Strategic Planning:** Develops and implements long term strategies and plans for housing and community development to meet tribal goals and needs. Some examples could include new construction, community activities, improving community safety and security, etc.
- **Construction Oversight:** Directs and coordinates the development of new housing, renovation projects, and construction contracts.
- **Regulatory Compliance:** Stays current in applicable guidelines regarding Tribal, State, and Federal laws, policies, and procedures.
- **Staff Leadership:** Supervises, trains, and evaluates housing department staff, ensuring a team environment and cooperation between departments to support overall goals and success.

- **External Relations:** Maintains professional and working relationships with the community, BH Board, BTBC, HUD, funding agencies, contractors, and other external entities.

## **QUALIFICATIONS/REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Knowledge of Construction practices and procedures
- Knowledge of IHBG and NAHASDA
- Knowledge of contracts, MOA's, and other professional agreements
- Knowledge of departmental policies, procedures, and organizational relationships.
- Knowledge of organization and composition of letters, reports, charts and spreadsheets.
- Knowledge of correct English usage and grammar.
- Knowledge of office practices, processes, and computer software programs. Knowledge of the organization and maintenance of filing systems.
- Experience scheduling and coordinating tasks and directives to accomplish goals and success
- Knowledge of housing development and maintenance
- Ability to apply the overall mission of a department to make executive decisions.
- Ability to use diplomacy and discretion, when giving out information and referring and directing staff and contractors.
- Ability to create presentations, charts, graphs, databases, and spreadsheets.
- Ability to perform mathematical calculations.
- Ability to prioritize tasks and create a workflow
- Ability to make important decisions and take appropriate actions.
- Ability to meet schedules and deadlines of the workflow.
- Ability to communicate effectively.
- Ability to compose routine correspondence and reports.
- Ability to operate standard office equipment.
- Approval of Financial Planning and budgeting
- Policy Development and implementation
- Leadership and management
- Compliance with Hud regulations
- Community and stakeholder engagement
- Computer skills preferred. Proficient in Microsoft Word, Excel, Publisher, Power Point, financing, marketing, and investments.

## **Education and/or Experience**

- **Required:** Bachelor's degree or Higher in Business, Accounting, or Planning or a discipline related to economic development and 5 years of housing management experience or a combination of education and experience which demonstrates the ability to perform the duties of this position.

## **Certificates, Licenses, Registrations**

- Must have a valid Montana Driver's License

## **Human Contact**

Contact with the public is frequent and often under circumstances of stress involving uncooperative or hostile individuals. Requires knowledge and applications of appropriate oral communication and human relations techniques. Daily Contact with BH Departments and staff, Blackfeet Tribal Officials, Blackfeet Tribal staff, BH Board Members, tenants, and tenant landlords, Tribal, State, and Federal entities.

## **Language Skills**

Ability to read and interpret documents such as policies, regulations, instructions and procedures. Ability to write detailed reports and correspondence. Possess the ability to speak effectively to tenants, officials, and other professional colleagues.

## **Mathematical Skills**

Must have basic to advanced mathematical skills to successfully perform essential functions of this job.

## **Responsibility for Equipment, Records, or Facilities**

Will carry overall responsibility of the BH program

## **Financial Responsibilities**

Must have knowledge of grant funding, tracking, and reporting.

Must have knowledge of project costs, tracking and reporting

## **Responsibility for Safety of Others**

Ensuring compliance with the Blackfeet Housing policies

## **Supervisory Responsibilities**

Responsible for overall organization, and working closely with department managers

## **Job Environment/Hazards**

Ability to handle difficult situations

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Must be able to conduct all physical requirements with no existing conditions that will restrict you from job requirements.

**Mental Demands**

Must be able to maintain sound judgment under stressful, time sensitive, and high demand situations

**Additional Information**

The above statements describe the general nature and level of work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. The Blackfeet Housing Board reserves the right to amend and adjust responsibilities to meet organizational and business needs.

Employee must pass a pre-employment drug test and maintain a drug/alcohol free work environment.

The Indian Preference Act will be enforced.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Blackfeet Housing Board reserves the right to amend and change responsibilities to meet business and organizational needs.

**Employee Acknowledgement:**

I acknowledge that I have received, read, and understand this job description. I understand that this document provides a general overview of my responsibilities and that my duties may be modified as necessary to meet the needs of the organization.

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_