

**DIRECTOR OF HOUSING  
JOB DESCRIPTION  
Department of Housing  
Pokagon Band of Potawatomi Indians**

**Job Summary**

Provides Housing and Maintenance-related services for the Pokagon Band by planning, developing, implementing, controlling, and evaluating Pokagon Band housing and maintenance programs and operations.

**Principal Duties**

Develop and implement a comprehensive housing plan in conjunction with Tribal Council and membership.

Complies with applicable federal, state and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising the Tribal Council on needed actions.

Act as a liaison with the Department of Housing and Urban Development, other governmental entities, private lenders, etc.

Promotes the preservation of tribal culture.

Establish and maintain a positive working relationship with tribal membership.

Manage and direct all aspects of the department.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Identifies staff development and training needs and assures that training is obtained.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to work.

Assigns, coordinates, and outline the work methods of subordinate employees.

Directs and participates in the establishment, administration, and evaluation of programs or services, in conjunction with Administration and Tribal Council input.

Directs and participates in the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operations of the programs.

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**Principal Duties Cont'**

Directs and participates in determining needs and to assist in planning, implementing, and evaluating programs.

Prepares and manages complex departmental budgets.

Coordinates with resource development staff on funding sources and grant development.

Developing alternative strategies to address and resolve a variety of issues and problems.

Interprets existing and proposed Tribal laws, policies, and procedures as they relate to the department.

May be assigned to represent the Pokagon Band at conferences, meetings, or give speeches as necessary.

Provides support to committees as requested.

Attend tribal council meetings as directed.

Function as the contracting officer interfacing with financial institutions, property management agencies, attorneys, accountants, general contractors, consultants, etc. as needed.

Performs other related duties and responsibilities as assigned.

**Minimum Requirements**

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of training and supervisory techniques.

Knowledge of labor relations.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to establish program procedures, policies, or guidelines and to relate these to objectives.

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**Minimum Requirements Cont'**

Ability to organize, evaluate, and present information effectively.

Ability to interpret Tribal laws, rules, and regulations relative to the department.

Ability to formulate plans, procedures, and controls.

Ability to maintain favorable public relations.

Ability to communicate effectively with others, both orally and in writing.

Ability to organize and coordinate the work of others.

Knowledge of Native American culture.

Working knowledge of general, financial, and construction administration; inspection, comprehensive housing planning, and housing mortgage and financing.

Must have valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must submit to and pass alcohol/drug screening and criminal background check.

**Education**

Bachelor's Degree in Public or Business administration field.

**Experience**

Minimum of five-years prior supervisory experience working in the Housing field.

**Indian Preference**

Pokagon Band Indian preference policies apply.

**Reports to**

The Director of Housing reports directly to the Tribal Operations Officer.

**Starting Wage Rate PB 14 (Exempt)**

Commensurate with education and experience plus benefits