

JOB DESCRIPTION



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| Job Title: | Planning Supervisor | Reports to: | Chief Operations Officer |
| Status: | Full Time, Regular | FLSA: | Non-Exempt |
| Department: | Planning Department | Location: | IRHA Administrative Office |
| Schedule: | Monday through Friday | Hours: | 8 AM to 4:30 PM |
| EEO-1: | First / Mid-Level Officials and Managers | SOC Code: | 43-1011 |
| Approved By: | | Date: | |

Job Summary: Provide high-level administrative support to the Chief Operations Officer (COO). Provide a high-level of customer service with a diverse group of external clients and customers, as well as internal contacts at all levels of the organization. Responsible for Village and Tribal planning activities for IRHA. Oversee the day-to-day operations for the Planning Department.

Essential Functions:

- Provide day-to-day administrative support functions to the Chief Operations Officer.
- Assist IRHA staff, village and Tribes to develop, implement and coordinate of planning projects per the Indian Housing Plan and IRHA Policy.
- Directly supervise the work activities of assigned personal including hiring, monitoring of work, mentoring, evaluating, disciplining and termination in compliance with IRHA policies and procedures.
- Promote a positive, professional and productive work environment, cultivating teamwork and effective communication between staff.
- Assist management in achieving the strategic vision and goals of the organization.
- Negotiate with local governments, other business, community and public interest groups to eliminate obstacles to the development of land and gain support for IRHA housing/properties.
- Work with rural villages on the development of community plans.
- Supervise and assist with the completion of environmental reviews for all projects as needed.
- Obtain site control for new projects and manage site control issues and previously approved projects.
- Work with and facilitate with Tribes and construction staff for approval of project budgets.
- Collaborate with Tribes on developing and updating community planning documents.
- Maintain a reporting deadline calendar and ensure all required material in collected prior to deadlines.
- Oversee the Rehabilitation program for IRHA, ensure the program is ran in accordance with IRHA policies and NAHASDA regulations.
- Research and prepare data for potential funding sources and provide information to the Grant Writer.
- Prepare and assist with grant application activities as needed.
- Work with staff on grant opportunities and reporting activities as needed.
- Administer additional programs through the Planning & Housing department as assigned for programs.
- Coordinate and facilitate planning meetings and trouble shoot a wide range of problems and concerns that may arise.
- Participate and assist with needs assessments for urban and rural communities.
- Attend meetings, conferences and events as designated by the Chief Operations Officer.
- Provide technical assistance and recommended revisions to department heads and staff related to planning activities, programs and policies as needed.
- Work closely and directly with the Tribal Housing Assurance Manager to ensure information is provided to Tribes, management, and staff in regards to reporting, program changes and any pertinent information.
- Work with the Tribal Development Officer and Tribal Housing Assurance Manger to prepare Planning Department reports for the Chief Executive Officer and Board of Commissioners.
- Keep current of changes in NAHASDA statute and regulations that may require IRHA policy or program changes.
- Maintain department records related to projects in compliance with NAHASDA regulations and IRHA policy.

- Provide program presentations and community outreach for Planning department as needed.
- Prepare written notices, compiles, collects, and records information relating to clients.
- Receive and process applications for IRHA programs and answers general applicant questions.
- Monitors accounts that are due, prepares mail out letters, and follows up on accounts.
- Enter, retrieve, and input electronic data into established forms and computer system.
- Provide training and assistance to other staff and departments as needed.
- Assist in determining eligibility for all programs in the Planning & Housing Departments.
- Assist with the creation and maintenance of the waitlists for all programs in Planning & Housing Department.
- Complete monthly, quarterly and annual reporting for planning programs and tribal community activities.
- Receive and process client payments per finance policy and procedures for intake of payments.
- Counsel potential clients regarding planning programs and answer questions regarding policy and agreements.
- Work with the Tribes, clients, and agencies to obtain required information and documentation to complete project and villages files.
- Type, format, edit, revise, proofread and print notices, reports, correspondence memoranda, and other documents for the Planning department.
- Assist with IRHA publications.
- Create standard spreadsheets, and revisions to forms and applications.
- Receive, respond to, track and ensure follow-up on client issues and requests are completed in a timely manner for the Planning department.
- Assist and prepare periodic review of Planning programs.
- Perform duties in compliance with established rules and regulations, policies and procedures of Interior Regional Housing Authority.
- Maintain Planning department calendar to include staff leave, appointments, meetings. Inform staff of out of office leave for department.
- Cross training IRHA staff as needed.
- Serve as back up for all Planning staff.
- Update and self-monitor files for compliance.
- Assist in preparation and aid as needed for audits and monitoring of grants and contracts.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Ability to provide networking, teamwork and excellent communication skills with Village/Tribal and City governments.
- Ability to effectively work as a team member in the organization.
- Ability to use process payment machines.
- Must have strong time management skills.
- Ability to work with minimum supervision.
- Punctual and dependable.
- Must be able to quickly and accurately assess the importance of a phone call, email, or document and take appropriate action to involve the appropriate people.
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Proficiency with Microsoft Suite including Word, Outlook, Project, Excel and PowerPoint, electronic data base management and related software. Create spreadsheets, maintain databases.
- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions and work under changing deadlines.
- Ability to use tact, discretion, and courtesy in dealing with clients, the public, and others encountered in the course of the work.
- Ability to follow instructions; responds to management direction and adapt to frequent changes.
- Excellent leadership and management skills.
- Ability to prioritize tasks and delegating as tasks as needed.

- Knowledge and understanding of HUD regulations and other state and federally related housing agents.
- Knowledge of principles and practices in providing customer service including customer/community needs assessment, standards for quality services and feedback and evaluation of customer satisfaction.
- Ability to learn or knowledge of planning and research activities including titles, plats, deeds and other land issues.
- Able to learn, interpret and apply complex housing and construction project regulations and procedures.
- Ability to learn and follow complex written policies, procedures and compliance guidelines.
- Knowledge of the region and socio-economic and cultural variables impacting the people and area therein.
- Knowledge and ability on conducting research and reporting grant activities.
- Knowledge of planning, developing and monitoring budgets.
- Able to effectively coordinate and facilitate meetings with diverse groups and individuals and work effectively within settings/conditions with limited resources.
- Ability to travel extensively to remote areas and walk for long periods when conducting project visits.
- Able to monitor trends and forecast activities needed regarding Indian Housing and effectively communicate this with executive leadership.
- Ability to accurately perform mathematical computations.
- Ability to organize, set priorities and exercise sound judgement within areas of responsibility.
- Ability to prepare clear, accurate and concise records and reports.
- Ability to operate a vehicle to drive to and from job sites to conduct business functions and activities.

Supervisory Responsibilities:

Supervise Planning Coordinator.

Qualifications:

- Associates degree in business administration or related field.
- Three years of administrative support experience.
- Three years prior supervisory experience.
- Valid Alaska Driver's License
- Equivalent qualifications and skills may be substituted upon review.

Preferred:

- Bachelor degree in business administration or related field.
- Experience working within a housing related field.
- Four or more years of supervisory experience.
- Experience working with grants and grant management.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities. Work is also performed in various remote communities when meeting with Tribal groups, frequently involving limited resources and inclement weather conditions.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.