

JOB DESCRIPTION



Job Title:	Tribal Development Assurance Manager	Reports to:	Tribal Development Officer
Status:	Full Time, Regular	FLSA:	Non-Exempt
Department:	Housing & Planning	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: Manage the projects and reporting of services provided by the organization to the communities serviced by IRHA through the Housing and Planning departments. Establish and implement short and long-range objectives for the assigned departments, oversee related functions and activities to ensure efficient and quality work flow. Responsible for compliance with established local state and federal laws, rules, regulations, and IRHA policies and procedures.

Essential Functions:

- Oversee the daily workflow, reporting, and projects related to the facilitation of services provided by IRHA to Tribal communities the organization serves.
- Serve as a liaison with departmental staff and department managers to ensure organizational goals are met.
- Monitors project progress, drafting and distributing progress reports to stakeholders.
- Drafts, submits, and presents various performance and progress reports to Management.
- Establish and provide regular meeting with Tribes to provide project updates and program information.
- Create and disseminate quarterly reports to each Tribe serviced through IRHA regarding specified information requested by and through IRHA and Tribes.
- Monitors departmental performance, identifying and facilitating opportunities to increase productivity and efficiency.
- Drafts and tracks schedules of projects for communities serviced by IRHA. Ensuring follow through by working with Management team.
- Create and promote the organizations' identity and mission to customers, the public, and stakeholders through the creation and distribution of brochures, news releases and other documents.
- Maintain a reporting deadline calendar and ensure all required material in collected prior to deadlines.
- Be the lead and oversee a needs assessments project for urban and rural communities
- Collaborates with management to plan, direct, and coordinate programs and projects.
- Work with Management team to ensure projects are progressing and customer needs are met.
- Assist supervisor with employment actions, including hiring, monitoring of work, mentoring, evaluating, disciplining and termination in compliance with IRHA policies and procedures.
- Participate in Planning and Housing meetings and other departments.
- Provide reports to Management team regarding the projects, Tribal meetings, and communities.
- Assist Management team with conflicts and resolving complaints.
- Provide technical assistance and advice to CEO and management team activities for communities served by IRHA.
- Assist Management team in planning and achieving the strategic vision and goals of the organization.
- For quality assurance, assist Supervisor with updating Housing and Planning departmental policies, and programs changes.
- Notify Management of discrepancies in department budgets and program delivery.
- Assist the Tribal Development Officer in developing and managing ongoing relationships with national, state, and federal governmental agencies, officials, organizations, Tribes, and private

companies as related to departments.

- Assist the CEO and Tribal Development Officer to ensure accurate, timely, relevant and transparent reporting to the Board of Commissioners on Housing and Planning activities.
- Prepare and track Housing and Planning activities with oversight by Supervisor, and the Management team. Identify project needs and scheduling meetings for Supervisor with Tribes before, during and after projects, as needed/requested.
- Promote a positive, professional and productive work environment, cultivating teamwork and effective communication between Housing and Planning staff.
- Prepare and maintain a reporting deadline calendar to ensure all required material is collected prior to deadlines.
- Serve as the key point of contact for Village Tribal Councils regarding projects and reporting of projects. Work with the Management team to ensure follow through and communication with Tribes and outside entities.
- Monitor and report to the Management team the progress of the Indian Housing Plan, Annual Performance Report and Grants to ensure quality assurance of required documentation, deadlines are met and activities are progressing. Report progress to Tribes as requested.
- Assist with activities such as planning, scope of work and scheduling for projects with the Housing and Planning staff and Construction staff.
- Assist in preparation and aid as needed for audits and monitoring of grants and contracts.
- Conduct client and partner relations activities such as verbal and written correspondence and coordination of information to pertinent parties.
- Perform duties in compliance with local state and federal laws, rules and regulations, and policies and procedures of IRHA.
- Keep current of changes in NAHASDA statute and regulations that may require IRHA policy or program changes.
- For quality assurance, monitor and review by following policy and procedures the waitlists and eligibility for all programs in Planning & Housing Department and provide reports to Management team.
- Perform ongoing public and customer relations activities such as community events, meetings, and project site visits.
- For quality assurance provide oversight of the Environment Review process for approval and signatures in the absence of the Tribal Development Officer.
- Serve as backup in the absence of the Tribal Development Officer.
- Ability to travel as required.
- Perform other duties as assigned.

Skills, Knowledge and Abilities:

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Strong time management skills.
- Maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Self-motivated and able to grasp new concepts quickly.
- Willing and able to multi-task effectively with timeline and resources pressures.
- Proficiency with Microsoft Suite including Word, Outlook, Excel and PowerPoint
- Knowledge or ability to learn HUD and other Federal housing programs to include industry and agency standards and regulations as well as principles/methods for promoting IRHA products, programs and services.
- Knowledge and skill in the application of financial budgeting and reporting as applicable to government programs as well as local state and federal laws.
- Knowledge of and ability to apply business and management principles involving strategic planning, resource budget management and coordination of people and resources.
- Able to effectively lead individuals, teams, and direct projects, work effectively
- Able to cross train others in duties.
- Ability to assess organizational production/performance and identify actions needed to improve relative to the goals and mission of the organization.
- Knowledge of principles and practices in providing customer service including customer/community

relations, standards for quality services and feedback of customer satisfaction.

- The ability to travel frequently for business activities.
- Knowledge of and ability to effectively work with Village/Tribal and City governments.
- Ability to learn, interpret and apply complex and technical regulations, policies and procedures as related to Indian Housing, NAHASDA, Fair Housing, Equal Housing, ADA and IRHA.
- Ability to perform independently and as a member of a team.
- Ability to make sound judgment in developing, preparing, proposing and executing Housing and Planning departmental reporting activities.
- Ability to lead and supervise subordinate staff including training, discipline, evaluation and termination activities.
- Ability to work with a high degree of accuracy and attention to detail.
- Knowledge of and ability to plan, organize, conduct and monitor effective planning activities.
- Knowledge of fiscal/budgetary management principles and practices related to planning, monitoring and maximizing department finances.
- Strong written and proofing skills.
- Ability to learn, interpret and apply rules, regulations, and requirements for grants.

Supervisory Responsibilities:

Directly supervise the Housing Supervisor and Planning Supervisor and provide general oversight of assigned staff in the absence of the Tribal Development Officer.

Qualifications:

- Bachelor of business administration degree.
- Three years prior supervisory experience in a similar capacity.
- Equivalent qualifications and skills may be substituted upon review.

Preferred:

- Master's degree in business administration or related field.
- Three years' experience with housing and planning projects in the Doyon region.
- Four or more years' experience serving in a supervisory role.
- Experience working within a Housing Authority or a Non-profit entity.

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.

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