



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Sokaogon Chippewa Community – Housing Director
Salary: Commensurate with Education/Experience
Hours: Full-time
Reports to: Tribal Council

Job Summary: *This position is responsible for the overall management of the Housing Department and reports to the Tribal Council. The Housing Director performs administrative duties related to planning, researching, organizing, budgeting, designing and developing resources for low and moderate income housing projects and programs. The Director will coordinate, supervise, manage and oversee operations and management of all Housing Department programs including: administration, finance, grants, occupancy, construction development and preventative and routine maintenance programs.*

Duties/Responsibilities:

- Ensure all housing programs are in compliance with all mandates.
- Oversee all aspects of management related to homes and ensure sound physical condition of the sites, structures, and conduct preventive/routine servicing of the housing units/buildings.
- Prepare, present and manage the annual operating budget.
- Comply with NAHASDA and HUD regulations and requirements in administering federal funds; comply with regulations and requirements for private financial funding.
- Pursue resources to accelerate new housing development via grants or private funding.
- Represent the Sokaogon Chippewa Housing Department at a variety of community, state, regional, and national organizations.
- Complete all reports in a timely manner.
- Supervise Housing Department staff – work closely with staff to resolve personnel, fiscal, development, public relations, and tenant/home owner issues and problems.
- Work with financial institutions, property management agencies, attorney, accountants, auditors, general contractors, architects, engineers and consultants.
- Develop and implement innovative procedures and methods of operation.
- Research current legislation and provide feedback on aspects that have a direct impact on the operation of the housing department.
- Evaluate housing staff and establish performance standards and goals.
- Serve as liaison between governmental agencies and jurisdictions, commissions, boards, action groups, special interest organizations and private industry.
- Complete all other duties as assigned

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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Qualifications:

- Bachelor's Degree in business administration, finance or urban/rural planning; or a minimum of five (5) years HUD experience.
- Two (2) years' experience in the low income housing management, occupancy and operations.
- Have knowledge of the socio/economic issues related to tribal housing management and low income housing programs.
- Have an awareness of the cultural values and traditions of the Sokaogon Chippewa Community.
- Have an understanding of federal tribal housing programs: rules, regulations and processes.
- Have previous experience with budget development, financial analysis and fiscal management required.
- Pass a background security check; be bondable and maintain bondable status as a condition of employment.
- Have experience with planning, organizing, coordinating, assigning and evaluating staff.
- Have excellent oral, written, presentation and computer skills.
- Valid driver's license, reliable transportation and proof of insurance are required. Out-of-state candidates must obtain a valid Wisconsin driver's license within 30 days.

Pre-employment/random drug tests will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications to:

Sokaogon Chippewa Community
Kimberlee Soldier, Interim HR Director
3051 Sand Lake Road
Crandon WI 54520
Email: hr@scc-nsn.gov

Posting Date: October 4, 2022

Closing Date: Until filled

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