



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

HOUSING OFFICE MANAGER

Position Description

Opens: August 2, 2021

Closes: August 9, 2021

Department:	Housing	Reports to (title):	Housing Director
Job Code:	N-12	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	Administrative Assistant
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	02/20/2018
		Revised Date:	02/20/2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Housing Office Manager will assist and support the Housing Director in all areas of management and operation of the Housing Department.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Act as primary support to the Housing Director in the financial administration of the Housing Department.
2. Responsible for coordination and implementation of day-to-day financial function of the Housing Department. This includes, but is not limited to, accounts payable, collections, purchasing, payroll and recordkeeping.
3. Review, monitor and analyze the financial reports and other available data to provide the Housing Director with briefings and/or summaries of the financial condition of the Housing Department.
4. Assist with preparation of reports and/or recommendation for submission to the Tribal Council, HUD and other agencies as directed.
5. Serve as a committee member of the Elderly Needs committee, the Utility Board and other committees as assigned by the Housing Director. Keep the Housing Director informed of committee actions, decisions, and directions.
6. Assist the Housing Director with budget preparation and overall planning, including the preparation of the Indian Housing Plan and the Annual Performance Report.
7. Assist with grant writing activities, policy review/revision and new program development.
8. Maintain a working knowledge of all programs offered by the Housing Department and stay abreast of regulation changes and/or new legislative development.

Position Description

9. Other job related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three years' experience in housing program administration, business, administration, or finance. |
| Education: | <ul style="list-style-type: none">• Associate's degree from an accredited college or university. |
| License/Certification: | <ul style="list-style-type: none">• NAIHC Certification. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Strong computer skills are a must.• Supervisory skills and/or training are required.• Ability to establish and maintain harmonious, cordial and effective working relationships with the public, contractors, tenants, staff and other agencies.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software, HDS Software, and appropriate storage of electronic files.• Ability to perform other duties as assigned.• Must possess a valid Minnesota driver's license and be insurable under RTC insurance policy.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Housing Manager Certification.

WORK ENVIRONMENT

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| Work environment: | The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. |
| Physical demands: | The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors. |
| Mental demands: | There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. |

TRIBAL AND INDIAN PREFERENCE

HOUSING OFFICE MANAGER

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The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.