



Bois Forte Band of Chippewa

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

HOUSING DIRECTOR

Position Description

Opens: November 7, 2025 Closes: November 21, 2025			
Department:	Housing	Reports to (title):	Executive Director
Job Code:	EX-15	Job Location:	Bois Forte Tribal Government-Nett Lake, MN
Pay Range:	Min: \$68,910.40 (\$33.13) Mid: \$91,873.60 (\$44.17) Max: \$114,857.60 (\$55.22)	Supervises:	Admissions and Occupancy Manager Office Support Specialist
Hours/week:	40	Classification:	Executive
Type of Position:	Full-Time	Effective Date:	11/06/2025
Indian Child Protection Background:	No	Revised Date:	11/06/2025
Telecommute:	Up to 20%, not allowed within the introductory period		

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.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Housing Director is responsible for the overall administration of the Housing Department of the Bois Forte Reservation.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Formulate and administer housing programs, develop housing plans, and administer the policies and procedures in accordance with Tribal and Federal Agency guidelines.
2. Manage tribal housing properties and programs including, but not limited to, Indian housing, 8-unit assisted living facility, low-income rental units, mutual help/home ownership units, elderly units, and Tax Credit Program.
3. Responsible for the Housing Department budgets and grant requests.
4. Prepare surveys, reports, applications, and other documents which are required by either the RTC or a funding agency and related to the management of all housing programs/facilities.
5. Monitor compliance with all terms and conditions of leases; take action necessary to remedy violations, terminate leases, and evict tenants; ensure applications are processed in accordance with policies and procedures; ensure timely collection of rents and loan payments.

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6. Oversee preparation of budget for all programs and activities assigned to the Housing Department.
7. Manage funds allocated or appropriated to the Housing Department in accordance with financial policies and procedures established by the RTC or required by federal or state laws and regulations.
8. Develop and recommend proposals to the RTC to meet the housing needs within the territory of the Band; solicit additional grants and develop proposals for new funding.
9. Cooperate and consult with other Band employees as well as tribal, state, and federal governments and private entities for the purpose of enhancing housing opportunities for the Bois Forte Band.
10. Supervise or oversee the supervision of all Housing Department employees including assigning tasks, evaluating performance, imposing discipline, and handling grievances, and ensuring access to appropriate staff training.
11. Plan and implement Housing Department educational programs on the reservation.
12. Ensure completion of annual performance evaluation and wage increase recommendations for staff.
13. Attend and/or conduct all mandatory meetings and trainings as required.
14. Represent the Band and Department to Band members and outside parties in a professional and courteous manner.
15. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
16. Other related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Five years of experience in housing program administration.
Education:	• Bachelor's degree in Management, Public Administration, Public Housing or other related field. In lieu of education, an additional 5 years of experience in management will fulfill the education requirement.
License/Certification:	• None.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Ability to read, analyze, and comply with laws and regulations governing Indian housing programs as well as associated financial reports and legal documents. • Ability to communicate verbally and in writing with clientele, employees, supervisors, and governmental officials. • Working knowledge and understanding of public housing administration, Indian housing programs, government contracting, grant administration, accounting, financial management, procurement, and construction management. • Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk. • 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. • 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

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.
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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

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.

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/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, sibenner@boisforte-nsn.gov Applications received after the closing date will not be accepted.