



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Housing Deputy Director	
Department:	Housing Department	
Reports to:	Executive Director	
Employment Status:	Exempt	Salary: E5
Opening Date:	May 15, 2023	Closing Date: June 9, 2023

Job Summary

The Deputy Director of Housing assists the Executive Director in managing the operations of the Mescalero Apache Tribe Housing Department. The incumbent performs administrative duties and supervision of administrative support positions, research, statistical analysis, budgeting, and preparation of reports and recommendations for the Director's consideration. The position provides direction and coordination of Resident Services, Maintenance, and Grants Units.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Supervise staff to include prioritize and assign work, conduct performance evaluations, ensure staff are trained and follow policies and procedures, maintain a healthy and safe working environment, and make hiring, termination, and disciplinary recommendations.
- Assist the Director of the Housing Department with the management, planning, and scheduling.
- Administer and monitor the departmental budget, which may include, capital improvement programs, allocating resources and approving expenditures.
- Manage and supervise the day-to-day operation of the Resident Services, Maintenance, and Grants Units, including but not limited to, program development, budget management, and staff supervision.
- Supervise assigned staff, including but not limited to training, conducting employee performance evaluations and disciplinary actions.
- Write and implement policies and procedures for Housing programs, which may include, policies on rent collections, homeownership payments, and administrative functions.
- Ensure the enforcement of HUD and Tribal regulations pertaining to Resident Services, Maintenance, and Grants.
- Oversee Housing Department purchasing to ensure that all purchases and contracts comply with HUD regulations.
- Coordinate purchasing with the Procurement Department
- Collaborate with the Finance Division to ensure the integrity of financial reporting.
- Assist the Director of the Housing Division with budget development and implementation.
- Assist in overseeing and managing the internal Housing Department payroll functions.
- Conduct research to find grants that are available for Housing programs.
- Write and submit grant applications to appropriate agencies and departments.
- Monitor administrative policies and make recommendations for changes that will improve operations.

- In the absence of the Housing Director, may represent the department at public functions, meetings, conference, etc.
- Perform other duties of a similar nature or level as requested by supervisor or director.
- Performs other duties as assigned.

Minimum Qualifications

Education and years of experience must be related to the purpose of this position.

- Bachelor’s Degree in Business Administration, Public Administration, Finance or related field, ten (10) years of progressively responsible related work experience with at least five (5) years of management-level experience in Public or Indian Housing; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Experience with federal grant requirements, accounting and single audits (or strongly preferred).
- Track record of delivering superior results and assuming leadership roles.
- Ability to function well under pressure in a fast-paced environment with multiple deadlines, including ability to balance “hands on” work with “big picture” focus.
- Experience with and ability to prioritize competing demands and to organize both projects and people is essential.
- Ability to work with efficiency and flexibility, while maintaining a positive attitude.
- Ability to exercise tact and diplomacy in organizational settings.
- Team player, a creative problem-solver, and a skilled communicator is essential.
- Must have a valid NM driver’s license.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Skills and Abilities

Knowledge of:

- Supervisory and budget management principles and practices;
- Tribal Housing Program(s), NAHASDA;
- Tribal, State and Federal laws as it relates to Housing;
- HUD regulations, program requirements, policies, and procedures;
- Public administration and governmental operations;
- Accounting and financial management principles;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Program development and administration principles and practices;
- Project management principles;
- Conflict mediation principles;
- Public relations principles;
- Proficient in the knowledge and working of NAHASDA regulations and requirements; knowledge of the Mescalero Apache culture, customs, resources and traditions and/or a willingness to learn.
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Skills and Abilities:

- Project management;
- Analyze administrative and organizational problems, develop, and implement effective solutions;
- Delegate assignments and coordinate activities;

- Train and supervision of subordinates;
- Use personal computers and other office equipment;
- Write effective grant applications;
- Work well with people of varied socioeconomic backgrounds;
- Establish and maintain effective working relationships with staff, other agencies and the public;
- Perform mathematical computations and general office duties;
- Conduct research and prepare clear, concise reports and recommendations;
- Communicate effectively, both verbally and in writing;
- Set, manage and achieve the goals and mission of the administrative support unit;
- Collaborate, develop relationships, and support an environment of change;
- Handle multiple tasks and meet deadlines;
- Maintain confidentiality of information;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.

Special Requirements:

This position will require the incumbent to work non-traditional hours, nights, and weekends.

Physical Demands

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally in an office setting with a moderate to noise level. Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may be required.