



Northern Circle Indian Housing Authority

694 Pinoleville Drive, Ukiah CA 95482

Ph: 707-468-1336 Fax: 707-468-5615

PLEASE POST

JOB ANNOUNCEMENT

TITLE: Housing Developer/Construction Department Manager
WORKWEEK: 40 hours/M-F
SALARY: \$48,630 - \$67,315
CLOSING DATE: **June 2, 2016**

General Responsibilities Include:

- Represents NCIHA at meetings and conferences with HUD/BIA/IHS staff, architects, contractors, engineers, tribal officials and participants as it relates to housing development (new construction and rehab)
- Assures that the planning phases of the development stage are met by meeting established target dates for site selection, soils reports, surveys, geological reports, archeological reports, appraisals and other activities
- Responsible for preparation of bid packages, construction contracts, completion documents and any other construction exhibits
- Responsible for preparation of environmental compliance documents assuring Release of Funds is obtained
- Assures compliance with construction provisions which includes labor compliance and Indian Preference
- Conducts inspections and site infrastructure, prepare final inspections reports
- Reviews and recommends payment requests from contractors, suppliers, vendors
- Develops initial feasibility analysis for acquisition or design of affording housing projects, establishes and fulfills target dates for

completing various housing development stages such as site selection, soils reports, surveys, appraisals, etc.

- Assists and is familiar with evaluating financial feasibility and establishes a financing plan for the development and responsible for reporting to financing agency/lender as required
- Work with Affordable Housing programs and funding sources such as Low Income Housing Tax Credits, NAHASDA, HOME, AHP, etc.

REQUIREMENTS:

Provide Tribal affiliation on employment application (if applicable)

- Possess a valid CA Drivers License
- Ability to meet NCIHA vehicle insurance requirements
- Pre-employment Drug Testing

**Application and full job description is available at
NCIHA**

**Contact Person: Darlene Tooley
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694 Pinoleville Drive, Ukiah CA 95482
Telephone: 707-468-1336 E-mail: ncihatrb@pacific.net

POSITION DESCRIPTION

POSITION: **Housing Developer/Construction Department Manager**

SUPERVISED BY: **Executive Director**

POSITIONS SUPERVISED: **Construction Department Program Assistant**

DEFINITION OF POSITION:

The Construction Department Manager is responsible to and performs under the direct supervision of the Executive Director, serving as NCIHA's primary staff to coordinate and compile information and resources to expedite the development of new construction and housing rehabilitation of Indian Housing within the operational jurisdiction of NCIHA.

Responsibilities include: evaluating potential opportunities, applying for grants and loans, closing property transactions, overseeing construction, coordinating with property management and consultants, cooperating with finance department to assure payments and compliance with regulations.

PRIMARY RESPONSIBILITIES:

1. Represents NCIHA at meetings and conferences with HUD/BIA/IHS and other agencies and organizations staff, architects, contractors, engineers, tribal officials and participants in matters related to housing development (new construction & rehab).
2. Prepares letters and other correspondence on matters relating to housing development.
3. Completes reports such as the monthly report to the Board of Commissioners, Tribes and/or agencies and organizations as required.
4. Develops initial feasibility analysis for acquisition or design of affordable housing projects. Establishes target dates and assures that target dates for completing various housing development stages are fulfilled, such as site selection, soils reports, surveys, geological reports, archeological reports, appraisals, and other planning phase activities. Evaluates

potential of sites to determine the feasibility for using the site for affordable housing.

5. Assists and is familiar with evaluating financial feasibility and establishes a financing plan for the development and responsible for reporting to financing agency/lender as required.
6. Prepares, solicitations, coordinates the hiring of the design team and other specialized consultants and is also responsible for overseeing the work of the consultants.
7. Prepares or causes to be prepared, bid packages, construction contracts, completion documents and other construction exhibits. Assures contract compliance throughout project and manage all close-out contracts and documents.
8. Prepares or causes to be prepared, environmental compliance documents to assure appropriate Release of Funds is obtained from HUD or other agencies.
9. Assures compliance with construction contract provisions, including labor compliance and Indian Preference.
10. Assists member Tribes to compile and adhere to policies relating to new construction and rehabilitation including but not limited to eligibility of unit, eligibility of family, and suitability of site.
11. Assure compliance with all applicable procurement requirements.
12. Conduct inspections of units and site infrastructure to assure quality control during construction and estimates of costs for rehabilitation, prepare final inspection reports as required.
13. Review and recommend requests for payment from contractors, suppliers, vendors, route to Executive Director and Fiscal Department as appropriate.
14. Maintain files to document all activities.
15. Supervises Construction Department Program Assistant.
16. Within the scope of the general activities not specifically described above, performs other duties as assigned by Executive Director.

EDUCATION, KNOWLEDGE, EXPERIENCE AND ABILITIES:

1. Minimum of five years housing or community development experience with a public or private agency and/or a minimum of five years experience in the construction field.
2. High school diploma or equivalent. Building Inspector Certification/ability to obtain within 1 year or Contractors License/ equivalent experience.
3. Must have some Supervisory experience.
4. Knowledge of US Department of Housing & Urban Development, Bureau of Indian Affairs, Indian Health Services, US Dept of Agricultural Rural Development and Rural Utilities, State Department of Housing and Community Development and other agencies and organizations laws, regulations, policies and procedures as they relate to Indian Housing and affordable housing project development and construction.
5. Knowledge of applicable sections of Code of Federal Regulations, operating handbooks and revisions thereto and building codes and standards for funding agencies and/or organizations.
6. Ability to establish and maintain effective working relationship with program participants, staff and public and private agencies and organizations.
7. Ability to organize and conduct individual and group informational sessions with program participants, tribal officials, architects, engineers or other identified parties.
8. Ability to write clearly and speak effectively. Produce clear concise written and oral reports.
9. Ability to interpret and create spreadsheets using Excel and/or other spreadsheet software.
10. Ability to interpret budgets, government regulations and professional journals.
11. Ability to collect data, establishes facts and draw valid conclusions.
12. A working knowledge of Microsoft Office, proficient in Excel, Word, graphic software and facility with the internet.
13. Ability to organize work and priorities to meet deadlines.
14. Ability to develop and maintain reports and records as required.

15. Ability to travel as necessary. Must have valid CA driver's license and meet NCIHA vehicle insurance requirements.
16. Ability to work independently and handle heavy workload in an efficient and expeditious manner.
17. General knowledge of economical, social, educational and cultural trends in the Native American community.
18. Ability to achieve success as a team member by adhering to certain core values and principles such as honesty, integrity, competence and professionalism.

PLACE: NORTHERN CIRCLE INDIAN HOUSING AUTHORITY
UKIAH, CA

SALARY RANGE: \$48,630 - \$67,315
CLASSIFICATION: Department Manager

WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:

The Board of Commissioners may waive the educational or experience requirements based on the evaluation of the experience or demonstrated competence of the job applicant.

- The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

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EMPLOYMENT APPLICATION

Position Applied For: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Desired Rate of Pay:
Name: (First, MI, Last)	Social Security Number:
Mailing Address (Street, City, State Zip): How Long at this Address:	Phone Number:
Have you ever been employed by NCIHA? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list dates of employment and position held:	Date Available:

May we contact your present employer? Yes No If no, explain:

Do you claim Tribal Preference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please name your tribal affiliation: _____ Are you an "immediate family" member of a NCIHA Board member? If yes, explain:	Are you able to perform the essential functions of the position applied for with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/> Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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❖ **EMPLOYMENT HISTORY:** *Begin with present position and work back at least 5 years. The entire 5 year period must be accounted for without breaks; for periods of unemployment or attending school, list dates and write "unemployed" or "in school". Attach additional sheets if necessary.*

Name and Address of Employer:	Phone Number:
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Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
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Position Held and Work Performed:

Name and Address of Employer:	Phone Number:
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Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
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Position Held and Work Performed:

Name and Address of Employer:	Phone Number:
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Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
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Position Held and Work Performed:

❖ **EDUCATION:** *Include all colleges, universities, technical and vocational schools attended.*

Are you a high school graduate or have you received your GED?		Name, Location of School:	
Type of School:	Name and Address:	Coursework:	Degree Earned:

Please list special training, certificates or other types of education you have pertaining to the job applied for:

❖ **OTHER INFORMATION:**

Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	State and Number:
Do you have a good driving record? Yes <input type="checkbox"/> No <input type="checkbox"/>	
In the past 3 years, have you been convicted of DUI or had your license suspended? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently on lay-off and subject to recall?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you travel if the job requires it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you, after employment, submit verification of your legal right to work in the US?	Yes <input type="checkbox"/> No <input type="checkbox"/>

List names of immediate family members (other than your spouse) working for us:

❖ **CRIMINAL BACKGROUND:** *For all questions, provide all additional information in the space provided or on a separate sheet. Except as required by law, conviction of a crime will not disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered when making employment decisions.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime as an adult? (Note: Do not include infractions or convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court or referred to a diversion program.) Yes No

If the answer is yes, describe the nature of the crime charged, the date of the conviction, the county and state or tribal reservation in which you were convicted and the disposition or outcome of the conviction, in the space below:

❖ **REFERENCES:** *List three (3) people who know you well. They should be good friends, peers, roommates, etc. who have known you for at least five (5) years. Try not to list relatives or anyone who is listed elsewhere on this application (ex: Supervisors).*

Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:

❖ **CERTIFICATIONS:** Please read each item carefully and acknowledge your understanding by signing in the indicated location.

Certification that My Answers are True: My statements on this application and any attachments to it are complete and correct to the best of my knowledge and belief and are made in good faith. I understand that a false answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work.

Authorization to Investigate and Contact Past Employers: I authorize investigation of all statements contained on this application/attachments. I authorize NCIHA to secure information pertaining to my background and experience. I also give consent to contact former employees listed on this application (unless specifically excluded) for references. I further give permission to all current or previous employers, managers and/or supervisors to discuss my relevant personnel and employment history with NCIHA. I consent to the release of such information orally or in writing and hereby release them from any and all liability whatsoever arising therefrom and agree not to sue them for defamation or other claims based upon my statements they make to any representative of NCIHA.

Consent to Contact Government Agencies: I give my permission to any agent, attorney or representative of the housing authority to receive a copy of any information contained in the file of any federal, tribal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and, to the fullest extent permitted by law, waive any right under applicable law concerning notification of the request for a release of such information.

Cooperation with Investigation: I agree to fully cooperate with the housing authority's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law. I give permission to the housing authority to verify my Indian heritage and verify any tribal enrollment information that I have provided.

Falsification Statement: I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

Release: I release NCIHA, it's officers, agents, directors, representatives, employees, attorneys and representatives from any and all claims, causes of action, judgments, liens, indebtedness, damages, obligations, losses, liabilities, or costs, which they may have, whether known or unknown, suspected or unsuspected, arising with this application for employment. I understand that this application is only valid for the position applied for at present and that NCIHA is not obligated to retain or consider this application for future openings. My signature below certifies that I understand that if I am extended an offer of employment by NCIHA, my employment is contingent upon satisfactory completion of a drug test and submission of proof that I have the credentials and/or licenses necessary for the position that I am offered.

I have read each item; I understand and agree to all terms.

Applicants Signature: _____

Date: _____

Printed Name: _____

How did you hear about this position: Check all that apply:

- Word of Mouth Web Page Newspaper Bulletin Board Other