



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Position: Executive Director
Department: Administration
Classification: Exempt/Salaried, Probation 90 days
Salary: This is a top-level professional position.
Salary is negotiable based on education and experience.
Supervision: Responsible to Bad River Housing Authority Board of Commissioners
Location: Bad River Housing Authority Office
Job Posting: PUBLIC
Opens: May 26, 2023
Closes: Open Until Filled

Job Summary:

Under the supervision of the Bad River Housing Authority Board of Commissioners, the Executive Director is responsible for the day-to-day operation and management of the Bad River Housing Authority. The Authority manages over 190 rental and homeownership properties and administers the construction and rehabilitation program for managed units and qualified private homes within the boundaries of the Bad River Reservation in Northern Wisconsin. The Authority currently employs 17 full-time employees.

The ideal candidate will be a high-caliber person with experience in Indian housing regulations and operations, housing construction, budget development, fiscal management, planning, and supervision of 15 or more employees for a minimum of five years in a responsible management position with a public agency or private organization. Familiarity with the social and economic issues relative to Indian housing as well as knowledge of the community and public organizations is also highly desirable.

Specific position qualification includes:

- Ability to interpret and implement a wide variety of federal and state laws and regulations pertaining to Indian Housing, including NAHASDA; labor and employment; fiscal accounting (GASB 34 AND GAAP); financial, procurement and property management; environmental compliance; construction; and contract Administration.
- Budgeting, accounting, and other financial matters as well as construction matters.
- Must have knowledge and experience in planning and development of staff and programs.
- Must have strong oral and writing skills with experience in making effective oral presentations to public agencies and in writing effective plans, reports, grants, contracts, and correspondence.
- Must possess strong organizational and supervisory skills with the capability of managing 15 or more employees.
- Must possess excellent interpersonal skills and the ability to establish and maintain good relations with staff, tenants, community members, as well as tribal, federal, and state officials.
- Must have strong reasoning ability, with the capability to analyze and solve complex problems in a practical manner.
- Must have strong language skills, with the ability to analyze and interpret business, technical, legal, regulatory, and other professional texts.
- Must be able to perform duties professionally and maintain strict program and tenant confidentiality.
- Must be computer proficient, including Word processing, Excel spreadsheets, and other housing software.

- Must possess a valid Wisconsin driver's license and access to an insured vehicle.
- Must be able to travel often for training and other job-related duties.
- Must be bondable and pass a background check.

Education Requirements:

Bachelor's Degree in Business, Public Administration, Management, or a related field.

At least 5 years of work experience in a related field may be considered in lieu of education.

Position Duties:

- Attend staff, Housing Board, Tribal Council, and other meetings as necessary.
- Prepares written agenda and material for Board meetings and provides advice.
- Maintains or supervises the maintenance of all official housing records, properties and business transactions of the authority, including assets, liabilities, receipts, and disbursements.
- Ensures compliance with NAHASDA, HUD, WHEDA, Tax credits, and all other federal agency's rules and regulations pertaining to the Housing Authority.
- Submits required financial and other reports to the Board of Commissioners, Tribal Council, HUD, and other governmental agencies in a timely manner.
- Identifies funding sources and eligibility requirements and secures funding from private and public sources for housing programs in a timely manner.
- Directs the planning of future projects including the preparation and revision of short and long-term plans and ensures plan completion.
- Serves as liaison between the authority and various governmental agencies, private organizations, Tribal Council, Tribal departments, NAIHC, GLIHA, and other Indian Housing agencies and organizations.
- Represents the Authority in all matters concerning operations, public relations, and Fiscal management at all levels.
- Performs all budgetary oversight and management tasks.
- Approves program expenditures, analyzes operating costs, and make projections for the future.
- Reviews all audit reports and program monitoring, management reviews and takes appropriate action to close any findings.
- Conducts the Authority's procurement and disposition activities, including bid preparation, analysis, and Board recommendation.
- Stays abreast of and interprets governing legislation, regulations, and rules pertaining to the Authority's operation.
- Ensures that all policies and procedures enacted by the Housing Authority are implemented and applied consistently by the ED, staff, and Board.
- In consort with the Board, develops and revises policies and rules as necessary, and advises the Board of any necessary changes to conform with governing law and regulations.
- Develops and implements internal controls.
- Supervises all staff, ensuring that all delegated tasks are performed in a timely and professional manner.
- Ensures that all staff has appropriate tools and materials to facilitate the quality performance of their duties and plans and implements training for staff and Board.
- Reviews and evaluates staff performance, establish performance standards and goals, and makes decisions/recommendations related to employee recruitment, selection, training, development, and discipline.
- Approves employee leave time, comp time, and overtime.
- Solicits legal advice and opinions as needed.
- As the Contracting Officer, negotiates and administers all contracts and represents the Authority in transactions with financial institutions, property management agencies, attorneys, accountants, auditors, contractors, architects, engineers, consultants, and other professionals as necessary.
- Ensures that contract and maintenance employee wages are following the Davis-Bacon Act.

- Ensures that the Authority implements the necessary Tribal Employment (TERO) and Natural Resources (THPO) environmental review requirements.
- Performs such other duties as may be assigned by the Board from time to time or necessitated by operational or legislative changes.

Indian preference:

The Bad River Housing Authority is an equal-opportunity employer. However, in the event of equally qualified candidates, the laws governing Indian preference shall be applied and Indian preference will be given in accordance with P.L. 93-638.

REQUIRED DOCUMENTS TO APPLY:

- Completed the Bad River Housing job application with a resume attached. List 3 references on the application with contact information including email addresses.
- Copy of educational transcripts, degree and/or certificates, licenses substantiating educational background, professional training, and endorsements.
- Completed, signed release of information forms:
 - BRHA form
 - BRT form
 - Drug Testing form
- Completed Bad River Tribe release of information to conduct a background check.
- Completed WI-DHS Form F-82064 – Background Information Disclosure.
- Copy of tribal identification card; or if your spouse is a tribal member, a copy of their tribal identification card.
- Copy of Wisconsin Driver's License.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov