



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 09/19/25
CLOSE: until filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: HOUSING DIRECTOR

RESPONSIBLE TO: General Manager

SALARY: Step Range: 45-55; Full Benefits
Salary Range: \$107,295 - \$144,195
Hourly Range: \$51.58 - \$69.32

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: Comprehensive Employment level background

POSITION OBJECTIVES

The Housing Director is responsible for the administration, management and delivery of all Tribal housing programs, services and properties under the responsibility of The Klamath Tribes Housing Department. The incumbent requires the ability to meet and deal effectively with Tribal Members, Tribal leadership and outside entities with courtesy, professionalism and respect with sound judgment and confidentiality.

Primary responsibility is the management and enhancement of the Housing Department program, including \$50 million of Tribal assets. Performs a variety of complex management and administrative functions ensuring proper use of funding source dollars.

Under the general guidance and administrative control of the General Manager, employee performs the overall strategic planning, execution, and evaluation of The Klamath Tribes Housing Department programs and services with strict adherence with applicable tribal and federal laws, regulations, policies, and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop, implement, and regularly update a comprehensive Indian Housing Plan (IHP) in conjunction with the General Manager and Tribal Council. Complete Annual Performance Report (APR). Direct the preparation of Indian Housing Plans, and Annual Performance Reviews for submission to HUD.
2. Forecast, plan, administer, and monitor the progress of the Indian Housing Block Grant.
3. Responsible for planning, organizing, directing, supervising, and managing all functions in the course of housing development, management and renovation and rental assistance services. This includes, but is not limited to HUD Home Ownership, Rental Certificates Low Rent Services, Emergency/Transitional Housing, Elderly Housing, Property Acquisition and maintenance.
4. Direct the establishment, implementation and communication of goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.
5. Responsible for ensuring departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
6. Manage existing grants, contracts, and MOU's in compliance with applicable Tribal and federal laws, regulations and policies. Assure effective and efficient implementation of grant monies and program compliance with policies and regulations imposed by funding sources. Provide grant reporting as required. Secure additional funding and grant monies for continuation and expansion of program services.
7. Achieve the financial objectives by exercising control and implementation over the budgetary processes. Prepare annual program budgets. Review and monitor expenditures to remain within established budgetary constraints
8. Ensure Housing programs and projects are in compliance with Tribal codes, policies, procedures as well as state and federal rules and regulations. Develop, amend, and/or recommend new housing policies for adoption by the Tribal Council.
9. Create policies and procedures for staff to ensure consistency and adherence to department goals. Uniformly administer approved Housing Department policies and

written standard practices to ensure there are no perceptions of bias.

10. Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects. Directs, monitors, and evaluates the procurement and contract process to ensure contract compliance and quality control.
11. Seek innovative ways of providing program services to Tribal Members; including but not limited to housing service models, native landscape models, staffing patterns, and utilizing contracted services to maximize the number of members served.
12. Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights to prospective and current Housing program participants. Investigate complaints, disturbances, and violations and resolve problems, following management rules and regulations with courtesy, professionalism and respect.
13. Ensure the Tribal Membership is informed of services provided by the Housing Department and how to access those services by providing informational seminars to the Tribal population on an annual basis. New programs must be presented to the Tribal population when implemented to ensure the Tribal membership is aware of opportunities for assistance.
14. Exercise the full range of supervisory duties for department staff and activities under strict adherence to the Personnel Policy and Procedures Manual. Host regular staff meetings to ensure communication among personnel regarding Housing activities.
15. Keep leadership and other departments informed of status of Department activities by attending meetings and submitting reports. Prepares administrative, statistical, and fiscal reports and presents to Tribal General Manager, Tribal Council, and other agencies or departments as requested or required
16. Work closely with the General Manager, Tribal Council (TC), Housing Advisory committee other Tribal advisory committees, federal and non-federal agencies and organizations, Tribal members, other staff, and the general public to effectively manage Tribal Housing to meet the needs of the population being served and ensure services provided are in line with the Tribes' Strategic Plan
17. Maintain contact with appropriate branches of Housing and Urban Development (HUD) to ensure compliance with NAHASDA program guidelines, regulation and applicable OBM Circulars, etc.
18. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during

Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The General Manager outlines the overall program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurrent work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

The employee directly supervises overall staff and activities, etc. Other positions may be added which the Housing Director may directly or indirectly supervise.

KNOWLEDGE, SKILLS, ABILITIES

General knowledge and understanding of Tribal organization, functions, policies, goals, priorities, and operating programs.

Knowledge of property management, new housing development and construction.

General knowledge of economic, social, educational and cultural trends in Tribal communities.

Sensitivity to Native American culture, traditions, customs and socioeconomic needs of our Tribal Community.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county, and local agencies, contractors, Tribal Members, elected Tribal Officials, and the general public.

Management skills in policy formulation, program development, and development of organizational plans, and the effective accomplishment of programs.

Ability to supervise staff, to plan, organize, effectively communicate, and direct a work environment of considerable variety.

Ability to establish and maintain effective communication with the public, as well as federal and other agencies.

Good organizational and planning skills, ability to meet deadlines.

Ability, knowledge and skill to prepare and administer budgets, to provide financial guidance and assistance, and administer contracts in accordance with established policies, rules, and regulations.

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

Must be able to maintain confidentiality of sensitive program files and information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to have a Bachelor Degree in Business Administration, Public Works or related field; *(Submit degree OR transcripts with application.)*
- **REQUIRED** to have five years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least two years of experience must be directly managing Tribal or Public housing programs.
- **REQUIRED** to have two years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams with complicated requirements and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).
- **REQUIRED** to possess strong development and planning skills applicable to Housing Programs; including managing, and executing construction projects.
- **REQUIRED** to possess working knowledge of NAHASDA; or ability to understand NAHASDA regulations to ensure all Tribal housing programs are in full compliance with HUD regulations.
- **REQUIRED** to be able to successfully manage existing grants, contracts and MOU's.
- **REQUIRED** to have the capacity and willingness to accept responsibility and remain professional in a multitude of situations, i.e., requires exceptional interpersonal skills.
- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.

- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports. Must submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **REQUIRED** to possess and maintain a valid Driver's License, (out of state applicants must receive ODL if residing in Oregon within a reasonable timeframe), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Demonstrated knowledge of BIA, USDA, and IHS Programs, preferred.
- Grant writing experience preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)