

# Northern Cheyenne Tribal Housing Authority JOB ANNOUNCEMENT

Job Title: Occupancy Division Manager

Division: Housing  
Classification: Full Time- Permanent  
Supervision: Executive Director

Opening Date: January 30, 2023  
Closing Date: February 28, 2023  
Salary: DOE

*Job applications are available at the front desk of the Northern Cheyenne Tribal Housing Authority (NCTHA) Office.*

To apply for this position the following documentation is listed below.  
(Please note late, faxed or incomplete application will not be considered.)

1. NCT Housing Authority Job Application.
2. A Resume of qualifications.
3. Tribal Enrollment Card or Certified Indian Blood Certificate.
4. Copy of current Driver's license.
5. Current Driving Record - a form is included in the NCTHA application packet with instruction on how to obtain your current driving record. All applicants must obtain their driving record.
6. A signed Drug and Alcohol Screening Consent form.

## Primary Function:

This position serves as the main contact for the Northern Cheyenne Tribal Housing Authority (NCTHA) regarding all Housing activities. Primary duties include; planning, organizing, directing, monitoring and supervising Occupancy Division staff in all areas of occupancy responsibilities for the NCTHA.

Knowledge of NAHASDA and the skill in interpreting and implementing NAHASDA and its accompanying regulations along with adopted and established NCTHA policies and procedures as they apply to all areas of housing management. The incumbent is directly responsible for the overall, smooth operation of the Occupancy Division, ensuring that all occupancy functions are performed in compliance with all established law, rules, regulations, policies and procedures.

## Primary Duties:

1. Serves as the main contact regarding all housing management matters. Under the general supervision of the Executive Director, oversees all operations of the Current Assisted Stock and other housing assets managed by NCTHA.

2. Assigns and monitors the work of Occupancy Division staff in all areas. Approves leave requests, provides training, completes performance evaluations of employees and takes appropriate disciplinary action as necessary in compliance with the NCTHA Personnel Policy.
3. Meets with and responds to the general public, tenants, homebuyers, regarding housing program information.
4. Provides professional advice, recommendations and guidance to the Executive Director and other NCTHA division managers and staff regarding all housing program requirements, rules, and regulations (Rental, Mutual Help, Tax-Credit, etc.).
5. Completes all directives and assignments given by the Executive Director in a timely manner including the preparation of the annual operating budget.
6. Works closely and meets with the Maintenance Division Manager on a daily and or weekly basis keeping staff apprised of all vacant Low-rents units that under the care of the Maintenance division adhering to the Vacant unit policy regarding timeframes.
7. Works with TRECO and NCUC on all move-ins insuring that the new Tenants have met their obligations accordingly.
8. Participates in the development and interpretation of Occupancy division policies and procedures. Recommends changes and updates to the Policy as needed.
9. Troubleshoots a wide range of problems as they arise, involving tenant or homebuyer and/or general public complaints, tenant and homebuyer payment issues, maintenance requests, etc. Ensures that all applicable and established laws, regulations and policies and procedures are adhered to and insures compliance.
10. Works closely with the Homebuyer Coordinator and administers various homebuyer training educational classes, to educate NCTHA constituents regarding all housing program requirements. Participates as a team member with regard to developing new housing programs.
11. Responsible for administering the NCTHA's adopted policies related to housing management including the Eligibility, Admissions, & Occupancy Policy and the Rent and Homebuyer Payment Policy.
12. Responsible for entering all monetary transactions received by NCTHA.
13. Responsible for coordinating the timely completion of recertifying tenants and homebuyers in accordance with the applicable NCTHA policies.
14. Appears in court on behalf of NCTHA in regards to various issues, including, but not limited to, tenant and homebuyer evictions, judgments, writs, etc.
15. Explains the responsibilities of tenants and homebuyers regarding their respective Dwelling Leases and Homebuyer Agreements they have with the NCTHA.

16. Develops and maintains a waiting list system for Low-Rent tenants.

17. Will keep the Executive Director updated on any and all non-compliance issues that are revealed with regards to the described duties, NAHASDA and Federal Law

18. Other duties as assigned

**Knowledge, Skills and Abilities:**

1. Knowledge of the people and the culture of the Northern Cheyenne Tribe.

2. Knowledge of, and the skill in interpreting and implementing NAHASDA and its accompanying regulations along with adopted and established NCTHA policies and procedures as they apply to all areas of housing management.

3. Knowledge of basic accounting principles and techniques to effectively prepare housing division annual operating budget, calculate tenant and homebuyer payments, etc.

4. Skill in communicating both verbally and in writing with a wide range of people.

5. Skill in planning, organizing and directing the work of others.

6. Ability to coordinate and facilitate meetings with a varied audience.

7. Ability to work independently, with little or no supervision.

8. Skill in the preparation of various letters and memoranda, using correct spelling, grammar and punctuation.

9. Skill in personal computer/software, including Microsoft applications along with knowing how to type proficiently.

10. Skill in using office equipment, including multi-line telephone system, copiers, laser printers, and a 10-key calculator.

**Minimum Qualifications:**

1. AA degree in business administration is required however Housing management experience may be used to offset the education requirement on a year for year basis.
2. Five or more years of Housing management experience in a governmental organization or Indian housing authority
3. Incumbent must have at least two (2) years of experience in bookkeeping or accounting and filing.
4. Must have at least two (2) years supervisory experience
5. Must have a working knowledge of computers and accounting software.
6. Must be willing to travel and attend employment related training.
7. Must possess a valid Montana driver's license.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. However, they

should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Independent judgment is exercised in all areas of this position and work is performed with little or no supervision. Incumbent is responsible for performing duties in compliance with applicable and established local, tribal, state and federal laws, rules and regulations, and the policies and procedures of the Northern Cheyenne Tribal Housing Authority, without constant monitoring by the Executive Director.

**This is an Exempt position** - Per Section 13(a) of the Fair Labor Standards Act (FLSA), employees who work in bona fide executive, administrative or professional capacities are exempt from the overtime provisions of the Act.

I have received a copy of this job description and I understand the duties as they are outlined in this document.

**This is a Exempt position**

As an Exempt position, this position: Customarily and regularly exercises discretion and independent judgment and performs duties under the general supervision of the Executive Director.

Questions or concerns can be directed to Rodney Trahan, NCTHA Executive Director, at 477-6419.

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Rodney Trahan, NCTHA Executive Director

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Date